IC 2004-1 TO AFI 33-360, VOLUME 1, *AIR FORCE CONTENT MANAGEMENT PROGRAM—PUBLICATIONS*

30 JANUARY 2004

★*SUMMARY OF REVISIONS*

This change incorporates interim change (IC) 2004-1 (Attachment 13). This IC changes the name of the publication from *Publications Management Program* to *Air Force Content Management Program--Publications* (title page); updates office symbols (throughout); updates the URL for the *Air Force Publishing* web site (throughout); updates the OPR and certified by lines (title page); updates the statutory authority (paragraph 1.3); details other governing directives for the program (paragraph 1.3.2); updates the Air Force Central Printing and Publications Management Official (CPPMO) functional principal (paragraph 1.8); updates the requirement that the Secretary of the Air Force must also rescind Air Force policy directives (1.9); identifies the HQ USAF/ILCSE roles (paragraph 1.16); outlines the roles and responsibilities for the Air Force Content Management Program Manager (paragraph 1.16.1); outlines the roles and responsibilities for the Air Force Content Management Program Functional Manager (paragraph 1.16.2); outlines the roles and responsibilities for the Air Force Content Management Program Manager—Publications (paragraph 1.16.3); outlines the roles and responsibilities for the Air Force Content Management Program Manager—Information Management Tools (CMP-IMT) (paragraph 1.16.4); identifies the Air Force Departmental Publishing Office (AFDPO) roles (1.17); outlines the roles and responsibilities for the Air Force Electronic Publishing (*e-Publishing*) Lead Command (paragraph 1.17.1); outlines the roles and responsibilities for the AFDPO Electronic Publishing (*e-Publishing*) System Program Manager (paragraph 1.17.2); outlines the roles and responsibilities for the Electronic Publishing (*e-Publishing*) System Service Provider (paragraph 1.17.3); outlines the roles and responsibilities for the Air Force, MAJCOM, FOA, DRU Physical Products Distribution Service Provider (paragraph 1.17.4); outlines the roles and responsibilities for the Air Force-Level *Content Management Program* Support for Publications and IMT (paragraph 1.17.5); outlines the roles and responsibilities for the Air Force Communications Agency (AFCA) as Technical Advisor (paragraph 1.17.6); identifies HQ USAF/ILCSE and AFDPO Joint Agreements (paragraph 1.18); adds the banner statement "Compliance With This Publication Is Mandatory" across the top of the title page for Air Force manuals (paragraph 2.2.5); deletes multicommand publications as a previously used publication type (paragraph 2.2.9.3); updates issuing new policy and extends the expiration date to 180-calendar days (paragraph 3.2); updates applicability of Air Force and MAJCOM publications to the Air National Guard (ANG) and includes the ANG e-Mail address for publication coordination (paragraph 3.9); prescribes a review and response matrix where the reviewer identifies comments as critical, substantive, and or administrative for Air Force publications (paragraph 3.17); displays the publication review and response matrix (paragraph 3.17.1); updates ANG point of contact for functional coordination (table 3.1, rule 14); updates the mandatory coordination (paragraph 3.21; table 3.2, rule 1; and NOTES 3, 6, and 8); updates ANG point of contact for mandatory coordination (table 3.2, rule 11); updates keeping supplements current (paragraph 3.45.5); prescribes the use of the limited revision for supplements (LRS) when the basic Air Force instruction has changed and it does not affect the current supplement (paragraph 3.45.5.3); deletes the language that supplements cannot be supplemented (paragraph 3.45.6.1); deletes the language that prior approval of supplements with the OPR of the basic publication is required (paragraph 3.45.8.5); deletes the sample "holdover" supplement title page (figure 3.6); updates the sample MAJCOM paragraph supplement (figure 3.7); updates the sample IC notification message (figure 3.9); updates the sample IC (figure 3.10); updates the partial listing of Air Force specialized publications and their prescribing directive (paragraph 3.73); deletes conversion of

multicommand publications (MCP) and their associated IMT to Air Force departmental publications and IMT (chapter 4); adds references, acronyms, and terminology (Attachment 1); updates records sets language (Attachment 2); renames and updates the editorial guide for preparing, reviewing, and editing draft publications (Attachment 4); and updates subject index (Attachment 9). IC 2004-1 is the last attachment of this publication.

★*AIR FORCE CONTENT MANAGEMENT PROGRAM--PUBLICATIONS*

★OPR: HQ USAF/ILCSE (Ms. Novella S. Hill)

★Certified by: HQ USAF/ILC (Col Ronnie D. Hawkins)

★Supersedes AFI 33-360, Volume 1, 6 May 2002.

★Pages: 94

★Distribution: F

★This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It prescribes and explains how to create, coordinate, manage, and dispose of Air Force publications and to whom they apply. It covers the policy, procedures, and standards that govern the management of standard publications throughout the Air Force.

★It carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*; and E.O. 12866, *Regulatory Planning and Review*.

★It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. Refer recommended changes and conflicts between this and other publications to the OPR at HQ USAF/ILCSE, 1030 Air Force Pentagon, Washington DC 20330-1030, on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFCA/ITXD, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5233.

★Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their published and or posted supplement to the OPR at HQ USAF/ILCSE and a courtesy copy to HQ AFCA/ITXD. Other organizations send one copy of each published and or posted supplement to the next higher headquarters. Any reference to MAJCOMs and FOAs also includes DRUs.

★See Attachment 1 for a glossary of references and supporting information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

★This volume references Air Force publications under the old publications schema (Air Force regulations [AFR] and manuals [AFM]), which remain in force until converted to the new types of publications, described in paragraphs 2.2 and 2.3.

★1.1.1. Describes the officially sanctioned categories for organizing and publishing information, dependent on the purpose; e.g., policy is in policy directives, procedures and guidance are in instructions and manuals, "how to" or "nice-to-know" information is in pamphlets, lists of publications and information management tools (IMT) are in the Air Force *master catalog*, etc. Categories also describe whether the information is directive or nondirective.

★1.1.3. Establishes and maintains the lists of all standard and specialized publications in the Air Force *master catalog* and provides updates as changes occur. Air Force customers can determine the currency and whether the information is authentic via the product announcement on the *Air Force Publishing* web site at http://www.e-publishing.af.mil.

★1.1.4. Prescribes the distribution system that makes the information available to everyone in the Air Force. Today, a much smaller, independently managed distribution system is in place to handle the decreasing paper volume we depend on to distribute official information. It includes distribution centers at departmental and MAJCOM levels. The Air Force has downsized the paper distribution effort to provide information, using the rapidly evolving digital infrastructure. Publications and IMTs are available to customers electronically through the *Air Force Publishing Distribution Library* (AFPDL), the *Air Force Electronic Publishing Library* (AFEPL), on compact disc-read only memory (CD-ROM), available on all bases; and the *Air Force Publishing* web site at http://www.e-publishing.af.mil.

★**1.3. Statutory Authority**:

★1.3.1. The *Air Force Content Management Program—Publications and IMT* is based on the following publications:

★1.3.1.1. Title 44, United States Code (U.S.C.), *Public Printing and Documents*.

★1.3.1.2. *The General Services Administration* (GSA), *Information and Resources Management Service*, Government-wide directives management policies and procedures. The common goal of the GSA policies and procedures is to ensure that Federal agencies acquire, manage, and use information resources economically and efficiently.

★1.3.1.3. *The Congressional Joint Committee on Printing*, under authority of Title 44, issues the *Government Printing and Binding Regulations*. Paragraph 30 of these regulations requires the head of each department to maintain "a central printing and publications management organization with responsibility for the conduct of a coordinated program controlling the development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods."

★1.3.2. Other governing directives and publications pertinent to the existence and management of the *Air Force Content Management Program—Publications and IMT*:

★1.3.2.1. Title 10, United States Code (U.S.C.), *Armed Forces*.

★1.3.2.2. Executive Order 12866, *Regulatory Planning and Review*.

★1.3.2.3. Public Law l04-13, *Paperwork Reduction Act of 1995*.

★1.3.2.4. Public Law 105-277, Section 1701-1710, *Government Paperwork Elimination Act (GPEA)*.

★1.3.2.5. The *Code of Federal Regulations*, *Federal Acquisition Regulations*.

★1.3.2.6. DoD 5025.1-I, *DoD Directives System Annual Index*, 27 July 2000.

★1.3.2.7. DoD 5025.1-M, *DoD Directives System Procedures*, March 5, 2003.

★1.3.2.8. DoD 5400.7R/Air Force Supplement 1 (FOUO), *Freedom of Information Act Program*.

★1.3.2.9. *DoD Administrative Instruction No. 102*, 6 August 1999.

★1.3.2.10. DoDD 5110.4, *Washington Headquarters Services*, October 19, 2001.

★1.3.2.11. DoDI 7750.7, *DoD Forms Management Program,* May 31, 1990.

★1.3.2.12. Issuances from the *Office of Management and Budget* (OMB) and the *General Services Administration* (GSA).

★1.3.2.13. *Public Printing and Documents*, 1988 edition.

★1.3.2.14. AFI 10-901, *Lead Operating Command—Communications and Information Systems Management*.

★1.3.2.15. AFI 33-129, *Transmission of Information Via the Internet*.

★1.3.2.16. AFI 33-320, *Federal Register*.

★1.3.2.17. AFI 33-324, *The Information Collections and Reports Management Program*; *Controlling Internal, Public, and Interagency Air Force Information Collections*.

★1.3.2.18. AFI 33-332 (PA), *Air Force Privacy Act Program*.

★1.3.2.19. AFI 33-360, Volume 2, *Content Management Program--Information Management Tools (CMP-IMT)*.

★1.3.2.20. AFI 35-101, *Public Affairs Policies and Procedures.*

★1.3.2.21. AFMAN 37-123, *Management of Records* (will convert to AFI 33-323).

★1.3.2.22. AFI 37-138, *Records Disposition—Procedures and Responsibilities*

★1.3.2.23. AFMAN 37-139, *Records Disposition Schedule*.

★1.3.2.24. AFI 90-101, *Implementing Department of Defense Issuances*.

★1.5.3. Non-Air Force Publications. These are any publications of another Federal agency, including DoD and its components, which are directive on, or of interest to, the Air Force. This does not include commercial enterprise publications or publications of foreign, State, and local governments. For direction on implementing DoD publications, see AFI 90-101. Non-Air Force publications are indexed in Air Force *master catalog*.

★1.5.3.1. How Non-Air Force Publications Apply. These publications apply to Air Force organizations if they are acceptable as written, are directive on the Air Force, or prescribed for use in Air Force publications, Section 2B. To introduce this type of publication into the Air Force, the functional OPR must review the non-Air Force publication, coordinate it as prescribed in this volume, and inform the Air Force Departmental Publishing Office (AFDPO), by an AF IMT 673, to authorize procurement. If a publication is not acceptable or you cannot distribute it as written, extract or paraphrase the pertinent material and add its subject matter to an Air Force publication. This then becomes Air Force language. Upon rescission of the prescribing Air Force publication, discontinue the use of the Federal agency's publication.

★**1.6. What's Not in the Publishing System**. Certain documents are not publications, even when printed to meet distribution requirements. Examples of **uncontrolled** printed material include guides, plans, programs, histories, staff studies, statistical summaries, reports, training materials, statistical digests, staff digests, vision documents, mission documents, white papers, strategic plans, policy memoranda or letters, staff directories, lists, organizational charts, and similar documents.

★**1.7. Official Source and Version of Air Force Publications and IMTs**. The *Air Force Publishing* web site is the only official source and version of Air Force-wide publishing products—publications and IMTs. It is the only official repository for accessing, viewing, downloading, printing electronic publishing products—publications and IMTs—and ordering remaining Air Force physical products. To ensure version control, subordinate Air Force web sites will not duplicate, on their sites, any publications and IMTs posted to the *Air Force Publishing* web site.

★1.7.1. Physical and Digital Sources. The source of your publications and IMTs is the key to determining whether you have a current, official version. Local area networks, bulletin boards, or web sites are not controlled or designated as an official publishing source and, therefore, are not reliable sources for Air Force publications and IMTs; use them only for preliminary research. ***NOTE:*** CD-ROMs are published quarterly, but are current only for the published period. Interim changes (IC) issued during the interim are available from the *Air Force Publishing* web site and supplement the CD-ROM distribution method.

★1.7.1.1. MAJCOM and below official web sites are listed on the Air Force primary site at http://www.e-publishing.af.mil. These web sites currently host MAJCOM and below electronic publications and IMTs. Eventually, MAJCOM publications and IMTs will migrate to the official *Air Force Publishing* web site.

★1.7.2. Formal Paper Version Requirements. If you have online access to official electronic publications and IMTs, **do not** establish formal requirements. If, however, you have a mission-related need for physical (paper) publications and IMTs in addition to the official electronic version, your organization bears the cost to print physical (paper) products through the *Document Automation Production Service* (DAPS). If printing funds have been decentralized to unit level to support implementation of DAPS, the unit pays the cost to print copies of publications and IMTs. The purpose of digital publications and IMTs is to reduce the number of copies produced on a media, both paper and CD-ROM. Users who require paper copies, but are unable to access the official *Air Force Publishing* web site should contact their publishing manager for further information.

★**1.8. Responsibilities of the Air Force Central Printing and Publications Management Official (CPPMO)**. HQ USAF/IL is the CPPMO as required by Title 44, U.S.C., and is responsible for Air Force publications management policy guidance. HQ USAF/ILCSE directs and manages the *Air Force Content Management Program—Publications and IMT*, develops policy, and establishes procedures and standards for authenticating, controlling, procuring, producing, issuing, storing, distributing, disseminating, and disposing of Air Force publications. HQ USAF/ILC:

★1.8.5. Evaluates and continually improves the *Air Force Content Management Program— Publications and IMT*.

★1.8.7. Serves as the Air Force focal point with representatives of the Secretary of the Air Force, DoD, other military departments and Government agencies on all matters relating to publications management policy.

★**1.9. Approving Officials**. At Headquarters Air Force (HAF), approving officials include heads of Secretariat activities, HAF Deputy Chiefs, Assistant Chiefs of Staff, and other offices reporting directly to the Chief of Staff. These officials are responsible for policies and procedures that pertain to their functional areas. *NOTE:* Since establishing Air Force policy is an authority that rests with the Secretary of the Air Force, the Secretary will review, approve, authenticate, and rescind (paragraph 3.49) **all** AFPDs, paragraph 2.2.1. Approval officials at all levels:

★1.12.1. Send the designee's name, organizational designation, functional address symbol (FAS), E-mail address, and telephone number to the next higher headquarters. MAJCOMs, FOAs, and DRUs send information to HQ USAF/ILCSE, with a courtesy copy to AFDPO. Air National Guard (ANG) field unit publishing managers are not required to send designee information to NGB-ANG/C4I.

★1.13.2. Make sure publications conform to the policy of this volume. See AFI 33-360, Volume 2, for IMT policy guidance and standards.

★1.13.12. Conform with AFI 33-320 for publishing in the *Federal Register*; AFI 33-324, when the publication prescribes a report; with DoD Regulation 5400.7/Air Force Supplement, AFI 33-332, and AFI 33-129.

★1.13.13. Inform HQ USAF/ILCSE and AFDPO, via official correspondence, when transferring responsibility for a departmental publication to another organization. Correspondence must be addressed to HQ USAF/ILCSE and AFDPO, and must be "From" the two-letter functional principal of transferring activity "Through" the two-letter functional principal of the gaining activity. The gaining activity must indicate its concurrence with the transfer. Submit office symbol changes on AF IMT 1382, **Request for Review of Publications and/or Forms**.

★1.14.1. Read Product Announcements. Product announcements announce additions, deletions, or changes to official publications and IMTs. The system depends on publication users reading, understanding, and complying with the information in the product announcements.

★1.14.2. Maintain Currency of Publications and IMTs. Users of publications (including supplements) and IMTs must make sure they are always using the current, officially published version. Whether you have electronic access or a paper copy of an Air Force publication or IMT, you should verify your version against the official *Air Force Publishing* web site. Publications and IMTs available from the publishing distribution system (PDS) in paper or electronic medium are official versions, even if

appearance is different. Contractors working for the Air Force must follow the version of the Air Force publications as prescribed under terms of their contract, when specific dated publications are prescribed. Otherwise, contractors also follow the current version.

★1.15.1. Supervise and manage their publishing program and recommend improvements to HQ USAF/ILCSE (through channels below MAJCOM or FOA level).

★1.15.8. Provide editable rich text format (.rtf) or .doc files to OPRs that can be used to revise and or supplement publications.

★1.15.15. Assign publication control numbers (paragraph 3.12.1) to keep integrity in the system. Control numbers are the numbers to the right of the dash in the series number. Example: 33-XXX or 36-XXXX. Control numbers are assigned as the next available number in that series.

★**1.16. Air Force Installations and Logistics, Directorate of Communications Operations, Force and Information Management Division, Enterprise Information Management Branch, HQ USAF/ILCSE Roles**. Serves as the Air Force Content Management Program Manager, Air Force Content Management Program Functional Manager, Air Force Content Management Program Manager—Publications, and Air Force Content Management Program Manager--Information Management Tools (CMP-IMT).

★1.16.1. Air Force Content Management Program Manager Responsibilities:

★1.16.1.1. Establishes high-level Air Force policies for the *Air Force Content Management Program—Publications and IMTs*, which includes life-cycle management of publications and IMTs, physical and electronic.

★1.16.1.2. Establishes high-level policy for all phases of the *Air Force Content Management Program—Publications and IMT* to include creating, coordinating, digitizing, printing, storing, distributing, disseminating, using, and disposing.

★1.16.1.3. Establishes effective, current, and economical high-level policies and guidance in support of AFDPO's role as the *Air Force Electronic Publishing Lead Command* in direct support of Air Force, MAJCOM, FOA, and DRU customers (OPRs, publications, and IMT end users).

★1.16.1.4. Supports AFDPO's execution of *Air Force Publishing* production, distribution, and dissemination procedures across the Air Force.

★1.16.1.5. Develops *Air Force Content Management Program—Publications and IMT Strategy and Vision* that advocates migration of publishing products from a paper-based process to an electronic creation, dissemination, retrieval, and disposal process.

★1.16.1.6. Ensures AFDPO, MAJCOMs, FOAs, and DRUs are represented in the development of an *Air Force Content Management Program—Publications and IMT Strategy and Vision* to support Air Force publishing customers.

★1.16.1.7. Evaluates projects that affect the *Air Force Content Management Program—Publications and IMTs*. For publishing projects that benefit the Air Force, assigns to AFDPO as Lead Command or to the appropriate MAJCOM, FOA, or DRU.

★1.16.1.8. Coordinates with AFDPO on standards, formats, and methods of creating, analyzing, designing, producing, standardizing, and maintaining publishing requirements initiated within the Air Force.

★1.16.1.9. Serves as the Air Force contact with representatives of DoD, Office of the Secretary of Defense (OSD), HAF (includes the Air Staff and the Secretariat), other military departments, GSA, or other government agencies on all matters relating to the *Air Force Content Management Program— Publications and IMTs* policies.

★1.16.1.10. Periodically reviews the operation of the *Air Force Content Management Program— Publications and IMTs,* and assists the DoD and GSA in their reviews.

★1.16.2. Air Force Content Management Functional Manager Responsibilities:

★1.16.2.1. Serves as oversight authority for Air Force-wide publishing.

★1.16.2.2. Assigns publishing management support functions relative to organizational assignments, Air Force, MAJCOM, FOA, DRU, base, and OPR-levels.

★1.16.2.3. Ensures manpower authorizations are allocated to appropriate organizational levels to support assigned publishing functions.

★1.16.2.4. Assigns responsibility for establishing training programs to support assigned organizational publishing functions.

★1.16.3. Air Force Content Management Program Manager—Publications Responsibilities:

★1.16.3.1. Develops policy, guidance, and procedures for AFDPO, MAJCOM, FOA, DRU, and base-level content managers who provide direct support to OPRs who create and coordinate publication products.

★1.16.3.1.1. Customers are AFDPO, MAJCOM, FOA, DRU content managers who provide direct, first-line support to publications OPRs.

★1.16.3.1.2. AFDPO, MAJCOM, FOA, DRU content managers work directly with corresponding organizational-level publications OPRs.

★1.16.3.2. Serves as the approval authority for waiver requests for Air Force-level publication products, creation, and coordination issues. Coordinates with AFDPO, MAJCOM, FOA, and DRU publication managers, as necessary.

★1.16.3.3. Serves as OPR for all publishing standards and formats for the production and distribution of publications and graphics. Coordinates with AFDPO, as necessary.

★1.16.3.4. Conducts quarterly MAJCOM staff assistant visits.

★1.16.3.5. Conducts quarterly content manager video teleconferences.

★1.16.4. Air Force Content Management Program Manager—Information Management Tools (CMP-IMT) Responsibilities:

★1.16.4.1. Develops policy, guidance, and procedures for AFDPO, MAJCOM, FOA, DRU, and base-level IMT managers and designers who provide direct support to OPRs who create and coordinate IMT products.

★1.16.4.1.1. Customers are AFDPO, MAJCOM, FOA, DRU IMT managers and designers who provide direct, first-line support to IMT OPRs.

★1.16.4.1.2. AFDPO, MAJCOM, FOA, DRU IMT managers work directly with corresponding organizational-level IMT OPRs.

★1.16.4.2. Serves as the approval authority for waiver requests for Air Force-level IMT products, creation, and coordination issues. Coordinates with AFDPO, MAJCOM, FOA, and DRU IMT managers, as necessary.

★1.16.4.3. Serves as OPR for all IMT standards and formats for the production and distribution of IMTs. Coordinates with AFDPO, as necessary.

★**1.17. Air Force Departmental Publishing Office (AFDPO) Roles**. AFDPO serves as the Air Force-wide Electronic Publishing Lead Command, Electronic Publishing (*e-Publishing*) System Program Manager, Electronic Publishing (*e-Publishing*) Service Provider, Air Force, MAJCOM, FOA, and DRU Physical Products Distribution Service Provider, and Air Force-Level Content Management Program Support for Publications and IMT**:**

★1.17.1. Air Force Electronic Publishing (*e-Publishing*) Lead Command Responsibilities:

★1.17.1.1. Oversees execution of *Air Force Electronic Publishing* migration according to AFI 10-901, *Lead Operating Command--Communications and Information Systems Management*.

★1.17.1.2. Establishes a process for MAJCOM, FOA, DRU content managers to submit requirements, and participate in the approval and prioritization process of all requirements.

★1.17.1.2.1. Acts as the common user voice for publishing management.

★1.17.1.2.2. Develops and maintains a system concept of operations, with help from the operating commands.

★1.17.1.2.3. As an advocate for the operating commands, documents and coordinates the operating commands' requirements in the appropriate planning documents.

★1.17.1.2.4. Identifies solutions to user requirements to improve system capabilities and joint interoperability.

★1.17.1.3. Coordinates with operating commands to identify systems support (user, operator, and maintenance) and initial and sustainment training requirements, as well as assistance in identifying specific vehicles for training and associated costs for planning purposes.

★1.17.1.3.1. Addresses all operational and logistical (supportability, maintainability, and reliability) issues for *e-Publishing* systems.

★1.17.1.3.2. Makes sure operating and supporting commands participate in all tasks required to field and sustain the system.

★1.17.1.3.3. Coordinates with operating commands in developing maintenance and other support concepts.

★1.17.1.3.4. Acts as the focal point and coordinates all supply support issues, as appropriate.

★1.17.1.3.5. Includes designated system-wide equipment modifications, peculiar support equipment, compatibility, interoperability certification testing, operational test and evaluation responsibility and day-to-day implementation and execution.

★1.17.1.3.6. Identifies the system single point of failure items.

★1.17.1.4. Creates, submits, and advocates for planning, programming and budgeting (to include Program Objectives Memorandum [POM] authority) for development, acquisition, installation, training, sustainment, testing and initial operational capability for new *Air Force Publishing* systems.

★1.17.1.5. Defines, advocates, and coordinates system manpower requirements.

★1.17.1.6. Considers issues that impact the total force when prioritizing resources and schedules for systems operated by MAJCOMs, joint and combined commands, and the Air Force Reserve components. Ensure ANG coordination.

★1.17.1.7. Recommends improvements in any phase of the *Air Force Content Management Program—Publications and IMT* to HQ USAF/ILCSE.

★1.17.2. AFDPO Electronic Publishing (*e-Publishing*) System Program Manager Responsibilities:

★1.17.2.1. Responsible for Air Force-wide implementation and execution of *e-Publishing*.

★1.17.2.2. Serves as single manager (SM) in matters affecting the development, acquisition, and logistics support of *e-Publishing*.

★1.17.2.3. Develops and coordinates all required *e-Publishing* documentation.

★1.17.2.4. Ensures *e-Publishing* meets DoD, JCS, and Air Force joint interoperability, integration, configuration management, and standardization requirements.

★1.17.2.5. Plans and programs for the development, acquisition, installation, certification and accreditation, security certified and accredited, initial training (end users, OPRs, content managers, and AFDPO staff, as appropriate), operational testing, and sustainment of *e-Publishing*.

★1.17.2.6. Participates in source selection, program management, as required.

★1.17.2.7. Participates in all phases of operational testing, compatibility, and interoperability testing and evaluation.

★1.17.2.7.1. Serves as the HAF *e-Publishing* program element monitor (PEM) to determine the necessary funding required to implement and execute *e-Publishing*.

★1.17.2.7.2. Creates and coordinates *e-Publishing* POM submissions and program priority lists with impacted operating and supporting commands (obtain their advocacy before submission).

★1.17.2.7.3. Prepares POM initiatives and disconnect packages.

★1.17.2.7.4. Tracks funding and execution status of the program and coordinates funding issues as PEM and/or SM and operating commands to make sure funds are available for system development, acquisition, installation, and sustainment.

★1.17.2.7.5. Identifies funding requirements when changes create a system-wide funding deficiency or impact.

★1.17.2.7.6. Establishes processes and convenes *Requirement Review Boards* to validate proposed requirements.

★1.17.2.7.7. Establishes standards and methods for analyzing, categorizing, designing, controlling, producing, and maintaining all publishing requirements initiated within the Air Force.

★1.17.2.8. Serves as the Air Force focal point with representatives of DoD, OSD, HAF (includes the Air Staff and the Secretariat), other military departments, GSA, or other government agencies on all matters relating to execution (production, dissemination, and distribution procedures for the *Air Force Content Management Program—Publications and IMT*).

★1.17.2.9. Authorizes, in coordination with HQ USAF/ILCSE, the purchase and implementation of publishing applications software.

★1.17.3. Electronic Publishing (*e-Publishing)* System Service Provider Responsibilities:

★1.17.3.1. Operates and maintains the *e-Publishing* centralized Air Force-wide electronic products repository and on-line order system in support of Air Force-, MAJCOM-, FOA-, DRU-, down to base-level publications and IMT.

★1.17.3.1.1. Maintains a Service Desk to support end-user queries on publishing products inventory and processes.

★1.17.3.1.2. Maintains an Order Desk to interact with *e-Publishing* on behalf of non-connected users.

★1.17.3.1.3. Maintains a Help Desk to support end-user connectivity to *e-Publishing.*

★1.17.3.1.4. Provides *e-Publishing* link to *Document Automation Production Service* (DAPS) for customer ordering of bulk printing of electronic products.

★1.17.3.2. Assesses the health of *e-Publishing*, resolves deficiencies, and determines appropriate action, in conjunction with HQ USAF/ILCSE.

★1.17.3.3. Coordinates with operating commands to make sure system performance data are accurate, timely, properly reflects the current system status, and meets user performance requirements.

★1.17.3.4. Sources and funds for training and orientation for Air Force content managers for publications and IMTs.

★1.17.3.5. Determines the use and methods of contractor support, to supplement or use in place of developing organic support.

★1.17.3.6. Establishes processes and convenes *Configuration Control Boards* to validate proposed requirements and changes to the document type definition, and Air Force-wide publications and IMT applications. Ensures coordination with HQ USAF/ILCSE.

★1.17.4. Air Force, MAJCOM, FOA, DRU Physical Products Distribution Service Provider Responsibilities:

★1.17.4.1. Manages and operates the *Air Force Publishing Distribution Centers* supporting distribution of remaining Air Force and MAJCOM, FOA, DRU physical publishing products.

★1.17.5. Air Force-Level *Content Management Program* Support for Publications and IMT Responsibilities:

★1.17.5.1. Executes the Air Force-level *Content Management Program* (creation, coordination, and production) policies for Air Force-level publications and IMTs.

★1.17.5.2. Provides direct support to Air Force-level publications and IMT OPRs in the creation and coordination of all Air Force-level publications and IMTs. Establishes agreements with MAJCOMs, FOAs, DRUs publications and IMT management support activities to delegate Air Force-level publications and IMT support to appropriate MAJCOM, FOA, or DRU.

★1.17.5.3. Coordinates with HQ USAF/ILCSE to determine impact on organizational and functional alignment of responsibilities and authorized manpower.

★1.17.5.4. Provides direct support to the HAF (includes the Air Staff and the Secretariat) and their staffs and provides production services for MAJCOMs, FOAs, DRUs who develop Air Force-level (departmental) publications and IMTs.

★1.17.5.5. Provides for centralized production services (for tagging publications and designing IMTs) for MAJCOM-, FOA-, DRU-, down to base-level publishing products.

★1.17.5.6. Serves as the approval authority for waiver requests for Air Force-wide production and distribution issues. Ensures coordination with HQ USAF/ILCSE. Notifies MAJCOM, FOA, and DRU content managers responsible for publications, production, IMT, and distribution, as necessary.

★1.17.6. Air Force Communications Agency (AFCA) Roles and Responsibilities as Technical Advisor:

★1.17.6.1. AFCA will provide the focal point to AFDPO for the development and implementation of logistics and installation mission applications and infrastructure to support the *Air Force Content Management Program—Publications and IMTs*. This focal point will assist the *Air Force Content Management* function in identifying system communications and information requirements and their impact and/or influence on the Air Force communications and information infrastructure.

★1.17.6.2. AFCA will serve as Technical Advisor to review technical publishing solutions to ensure compliance with *Infostructure Technology Reference Model* (i-TRM) and *DoD Joint Technical Architecture*.

★**1.18. HQ USAF/ILCSE and AFDPO Joint Agreements**. If amendments to these agreements are necessary, both HQ USAF/ILCSE and AFDPO must agree to them, in writing, to officially change them.

★1.18.1. Boards and Meetings. HQ USAF/ILCSE and AFDPO will co-chair boards and meetings for issues that cross between publishing products, creation and coordination, and production and distribution processes such as:

★1.18.1.1. *Requirements Review Board*.

★1.18.1.2. *Configuration Control Board*.

★1.18.1.3. *Publishing Steering Group*.

★1.18.1.4. Other meetings as determined by HQ USAF/ILCSE and AFDPO.

★1.18.1.4.1. In cases of all other meetings, HQ USAF/ILCSE and AFDPO will provide courtesy notification of upcoming meetings to increase staff situational awareness of publishing activities.

★1.18.2. HQ USAF/ILCSE OPRship. HQ USAF/ILCSE is the OPR for AFIs 33-360, Volumes 1 and 2; and the *Air Force Content Management Program—Standards and Formats* web page for both publications and IMTs.

★1.18.2.1. HQ USAF/ILCSE will ensure functional and mandatory coordinations from AFDPO on any publications and ICs it authors.

★1.18.2.2. AFDPO will ensure functional and mandatory coordinations from HQ USAF/ILCSE on any publications and ICs it authors.

★1.18.3. Maximize digitization of physical products to reduce Air Force-wide printing, storage, and distribution costs.

★1.18.4. Consider alternative sourcing with direct customer shipment to replace storage and distribution of physical products.

★1.18.5 Evaluate options for DoD-level consolidated storage and distribution.

★1.18.6. Establish centralized digitization for Air Force-wide publications and IMTs.

★1.18.7. Bring MAJCOMs, FOAs, DRUs, in line with the *Air Force Content Management Program— Publications and IMTs* decision to eliminate manpower authorizations for editing as a specific publishing function and responsibility.

★1.18.8. Assess OPR-level desktop tool enhancements to assist OPRs with content development.

★**2.1. Categories of Publications**. There are two categories of Air Force publications, directive (paragraph 2.2) and nondirective (paragraph 2.3). In choosing a publication type, first check the directive and nondirective definitions (paragraphs 2.2 and 2.3, or Attachment 1) then choose the type of publication that best fits your information requirements. These two categories are used as a descriptive way to quickly determine whether compliance with a publication is mandatory or if it is informational. However, refer to the individual publication to determine the exact nature of required compliance. All

Air Force-level publications must have a HAF OPR. However, the development of an Air Force-level publication can be delegated by the two-letter functional principal to a MAJCOM OPR. AFDPO is the Air Force publisher and supports Air Force-level publications that have been delegated to MAJCOM OPRs. MAJCOMs support MAJCOM-level publications and the base supports base-level publications.

★**2.2. Directive Publications**. Those publications that are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel must comply with these publications. *NOTE:* All publications, directive and nondirective, must have an antecedent AFPD. This includes publications, Air Force-wide. Publications in the directive category follow:

★2.2.1. Policy Directives (PD). PDs are orders of the Secretary of the Air Force and contain directive policy statements of the Office of the Secretary of the Air Force and HAF to initiate, govern, or regulate actions of conduct, within their specified areas of responsibility, by Air Force activities at any level. AFPD 90-1, *Policy Formulation,* sets the tone for all policy development. PDs contain explanations of key terms, responsibilities and authority, and policy interfaces. As required, metrics are attached to measure compliance (Attachment 3). As a goal, the length of PDs (without attachments) is two composed pages. Procedures or detailed "how-to" instructions will not appear in PDs. Condense any absolutely essential parameters for action to the maximum extent possible and incorporate them into the body of the PD. You may not supplement AFPDs. AFPDs are indexed in the Air Force *master catalog*. AFPD control numbers are assigned by AFDPO.

★2.2.1.1. Since establishing Air Force policy is an authority that rests with the Secretary of the Air Force (paragraph 1.9), the Secretary will review, approve, authenticate, and rescind (paragraph 3.49) **all** AFPDs (paragraph 3.21 and Table 3.2).

★2.2.1.2. Subordinate activities may issue command PDs that they will designate with the acronym of the command; e.g., ACCPD (for Air Combat Command Policy Directive). MAJCOM, FOA, and DRU PDs must remain as restrictive as the higher headquarters publications and must not contradict the higher-headquarters publications. Keep command-level PDs consistent with related AFPDs. MAJCOM, FOA, and DRU PD control numbers are assigned by the respective content manager.

★2.2.2.2.1. The AFDD 2-series applies the principles of basic doctrine to operational actions by describing the proper use of air and space forces in the context of distinct objectives, force capabilities, and operational environments. Operational doctrine describes how the Air Force fights, and it anticipates changes and influences that may affect military operations, such as technological advances.

★2.2.2.2.2. The Air Force Operational Tactics, Techniques, and Procedures (AFOTTP) 2-series provides guidance for the planning and execution of aerospace operations across the spectrum of conflict. AFOTTPs describe, in detail, how to formulate the theater's aerospace strategy and then translate it into an executable order. The series also discusses the integration and employment of aerospace capabilities at the operational level of war.

★2.2.2.2.3. Both the AFDC and the ACC/AC2ISRC/C2TIG develop the classified AFOTTP 2-1 series. AFOTTP 2-1 volumes are certified and approved by the Air Force Doctrine Center (AFDC/CC).

★2.2.2.2.4. The unclassified AFOTTP 2-3 series details tactics, techniques, and procedures for operational-level command and control processes and are developed, produced, and distributed by the ACC/C2ISRC/C2TIG. They are certified by AC2ISRC and approved by AFDC/CC.

★2.2.2.3.1. AFTTP(I)s are certified by the AFDC/CC and are approved by Air Combat Command (ACC/CC). They require mandatory Air Staff coordination as outlined in paragraph 3.21 and Table 3.2. Once finalized, AFDC/DJ submits the finalized camera-ready copy to AFDPO along with the fully coordinated and approved AF IMT 673, **Request to Issue Publication**, and an electronic file for posting to the *Air Force Publishing* web site. Interservice AFTTP(I) numbers are assigned by AFDC/DJ, Langley AFB VA, and are listed in the Air Force *master catalog*.

★2.2.2.3.2. AFTTP 3-1 and 3-3 publications are Air Force-level publications subordinate to Air Force doctrine documents. They are certified by the AFDC three-letter functional principal and are approved by the AFDC two-letter functional principal. They require mandatory Air Staff coordination as outlined in paragraph 3.21 and Table 3.2. Once finalized, AFDC/DR submits the finalized camera-ready copy to AFDPO along with the fully coordinated and approved AF IMT 673, and an electronic file for posting to the *Air Force Publishing* web site. AFTTP 3-1 and 3-3 numbers are coordinated and jointly assigned by HQ ACC and XODT, Langley AFB VA; and the 57th WG/DTW, Nellis AFB NV, and are listed in the Air Force *master catalog*.

★2.2.2.4. Command activities may not issue command doctrine documents, nor may they supplement AFDDs. The OPR for doctrine is located at the AFDC. Contact AFDC regarding the format for 1- and 2-series doctrine documents. The format is similar to the joint doctrine publications. See also AFI 10-1301, *Air and Space Doctrine*, for guidance to develop doctrine publications. AFDD numbers are listed in the Air Force *master catalog*.

★2.2.3. Mission Directives (MD). MDs prescribe the mission, area or responsibility, organization, responsibilities, and command relationships of Air Force units. Only the unit described in the title may supplement MDs. Subordinate activities may also issue MDs, which they will designate with the acronym of the command; e.g., ACCMD (for Air Combat Command Mission Directive). Air Force MDs (AFMD) numbers are assigned by HQ USAF/XOPS and are listed in the Air Force *master catalog*. MAJCOM, FOA, and DRU MD control numbers are assigned by the respective content manager.

★2.2.4. Instructions. Instructions are orders of the Secretary of the Air Force and are approved in the Secretariat or the Air Staff (paragraph 1.9). They are usually drafted at the MAJCOM- and FOA-level and provide essential procedural guidance necessary to implement Air Force policy in the field. Use an instruction if you want to direct action, ensure compliance, or give detailed procedures to standard actions across the Air Force. You may supplement instructions at any level. Subordinate activities may also issue instructions, which they will designate with the acronym of the command; e.g., AFRCI (for Air Force Reserve Command Instruction). *NOTE:* MAJCOMs, FOAs, DRUs, wings, and bases will keep their instructions as restrictive as the higher-headquarters publications and will ensure they do not contradict the higher-headquarters publications. These are specific instructions necessary to implement PDs at the field units and MAJCOM or local headquarters will write them. Instructions must contain the banner statement **"COMPLIANCE WITH THIS PUBLICATION IS MANDATORY"** across the top of the title page. **Compliance with instructions is mandatory at all Air Force levels—MAJCOM, FOA, DRU, Wing, and Base.** Air Force instruction (AFI) control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*. MAJCOM, FOA and DRU instruction control numbers are assigned by the respective content manager.

★2.2.4.1. Instruction Complements. Instruction complements are checklists and addenda and are subordinate to the parent instruction. They replace the existing single-command publications. The two types of complements are checklists (CL-number) and addenda (Addenda-alpha). Complements are separate, add-on, supporting documents referenced to the source (basic) instruction. The two-letter functional principal will authenticate them and the three-letter functional principal will certify them. Each checklist and or addenda must be submitted for processing, publishing and or posting on the *Air Force Publishing* web site via a fully coordinated and signed AF IMT 673. Customers establish separate complement requirements or specifications based on unit mission taskings. If needed, contact AFDPO to discuss your specific requirements and/or specifications. Each complement will have a unique functional statement and will be published separately. Examples are: AFI 11-2C141, Volume 3, CL-1, *Combat Operations Checklist—Cockpit Crew*; AFI 11-2C141, Volume 3, CL-2, *Combat Operations Checklist—Loadmaster*; and AFI 11-2C141, Volume 3, Addenda A, *Aircraft Configuration*. Keep MAJCOM, FOA, DRU, wing, and base instruction complements as restrictive as the higher-headquarters publications and ensure they do not conflict or contradict the higher-headquarters publications. For further information on instruction complements, see AFPD 11-2, *Aircraft Rules and Procedures*. Instruction complement publication numbers are assigned by AFDPO, in coordination with HQ USAF/XOOT who approves the weapon system number, and are listed in the Air Force *master catalog*.

★2.2.5. Manuals. Manuals are extensions of instructions and are, therefore, also directive publications. Use them as guidance documents for procedures that usually contain examples for performing standard tasks, or supporting education and training programs (AFI 36-2201, *Developing, Managing, and Conducting Training*). You may supplement manuals at any level. Subordinate activities may also issue manuals, which they will designate with the acronym of the command; e.g., AETCMAN (for Air Education and Training Command Manual). ***NOTE:*** MAJCOM, FOA, DRU, wing, and base manuals must be as restrictive as the higher-headquarters publications and must not contradict the higher-headquarters publications. Manuals must contain the banner statement **"COMPLIANCE WITH THIS PUBLICATION IS MANDATORY"** across the top of the title page. **Compliance with manuals is mandatory at all Air Force levels—MAJCOM, FOA, DRU, Wing, and Base.** Air Force manual (AFMAN) control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*. MAJCOM, FOA and DRU manual control numbers are assigned by the respective content manager.

★2.2.6. Interservice Publications (IP)--Formerly Joint Departmental Publications (JDP). ***NOTE:*** The acronym JDP is no longer used as the term "joint" conflicts with the joint publications designated by the JCS (paragraph 2.5). IPs contain mutually agreed-upon policies or procedures the Air Force and one or more of the military departments or DoD agencies, such as the Defense Logistics Agency (DLA) need to carry out a common mission or function. IP types consist of those listed in paragraphs 2.2.4, 2.2.5, 2.3.1, 2.3.3, 2.3.4, and 2.3.5. See also AFI 10-1301 for guidance to develop doctrinal publications. IP control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*.

★2.2.7. Supplements. Supplements are auxiliary publications that extend or add material to publications issued by higher headquarters or agencies. Each supplement bears the number of the parent publication it extends; e.g., DoD 5120.43-R/Air Force Supplement. Number supplements sequentially. HAF (includes the Air Staff and the Secretariat), and MAJCOM and FOA activities that develop departmental publications must not supplement those departmental publications. Supplements to nondirective publications will, likewise, be nondirective. Subordinate commands may issue supplements, which they will designate with the acronym of the command; e.g., ACCS1 (for Air Combat Command Supplement 1). HAF supplements a variety of DoD and Federal agency publications;

likewise, field commands may supplement certain publication types listed in paragraph 2.2. Keep supplements as restrictive as the basic publication. MAJCOM, FOA, and DRU supplement control numbers are assigned by the respective content manager.

★2.2.8. Operating Instructions (OI). OIs assign responsibilities, direct actions, and prescribe procedures. OIs follow the same format as departmental-level publications; use AFI 33-360, Volume 1, as the sample.

★2.2.8.1. A headquarters--as headquarters operating instructions (HOI). For HAF (includes the Air Staff and the Secretariat) only. SAF/AAX is the focal point for HAF operating instructions and the assignment of HOI numbers. HAF personnel should refer to HOI 33-13, *Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program,* for format and coordination guidance. SAF/AA reviews, approves, authenticates, and rescinds **all** HQ USAF operating instructions, pamphlets, handbooks, etc. *NOTE:* MAJCOMs, FOAs, and DRUs must consider subject matter and purpose when deciding whether to use an OI vice a field-level instruction such as a MAJCOM or FOA instruction. HOIs are not listed in the Air Force *master catalog* nor are they posted on the *Air Force Publishing* web site. The official web site for HAF OIs is: http://www.safaa.hq.af.mil/aax/hois.htm. MAJCOM, DRU, and FOA operating instruction control numbers are assigned by the respective content manager.

★2.2.8.2. A branch--as a branch operating instruction (BOI). Organizational elements, such as a headquarters staff office, flight, detachment, squadron, department, division, or similar units; e.g., a functional area, maintenance OIs, etc. *NOTE:* Consider subject matter and purpose when deciding whether to use an OI or an instruction; e.g., publish installation traffic rules in an instruction; however, a squadron or group can establish procedures for selecting a noncommissioned officer of the quarter in an OI. If the subject matter requires careful review of written procedures and a historical record, use an instruction. BOIs are not listed in the Air Force *master catalog* nor are they posted on the *Air Force Publishing* web site.

★2.2.9. Previously Used Publications Types:

★2.2.9.1. AFRs, AFMs, and Publications Using the Old Numbering Scheme. These publications are listed in the Air Force *master catalog* and will remain in effect until converted to the new publication types. Once these types are converted, no organization may reference these obsolete designations.

★2.2.9.3. DELETED.

★2.3.1. Pamphlets. Pamphlets are informational publications which normally are "how to" documents and may include procedures for implementing Air Force policies. You may write pamphlets in a more informal style than instructions, if warranted. In special cases, pamphlets need not follow the format prescribed for instructions. If you have a special or unique pamphlet, see your content manager for guidance before developing. Pamphlets may provide guidance regarding reports, but may not prescribe reports. They may reference IMTs and provide guidance on completing them, but may not prescribe them (paragraph 3.21.3). Field commands and activities may issue pamphlets, which they will designate with the acronym of the command; e.g., ACCPAM (for Air Combat Command Pamphlet). For information and guidance on nonrecurring pamphlets; e.g., nonstandard pamphlets that are not revised, see Section 3H. Air Force pamphlets (AFPAM) control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*. MAJCOM, FOA, and DRU pamphlet control numbers are assigned by the respective content manager.

★2.3.2. Master Catalog. The *master catalog* is an electronic informational listing of publishing products that serve to guide, point out, or otherwise facilitate reference. Publications and IMTs (MAJCOM, FOA, DRU, base, and wing) are listed in the Air Force *master catalog*. The *master catalog* cannot be supplemented.

★2.3.3. Directories. Directories are informational publications that are compilations serving to direct. They are systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may issue directories, that they will designate with the acronym of the command; e.g., ACCDIR (for Air Combat Command Directory). Air Force directories (AFDIR) control numbers are assigned by AFDPO and are listed in Air Force *master catalog*. MAJCOM, FOA, and DRU directory control numbers are assigned by the respective content manager.

★2.3.4. Handbooks. Handbooks are concise reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Subordinate commands may issue handbooks, which they will designate with the acronym of the command; e.g., ACCH (for Air Combat Command Handbook). Air Force handbooks (AFH) control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*. MAJCOM, FOA, and DRU handbook control numbers are assigned by the respective content manager.

★2.3.5. Catalogs. Catalogs are informational publications that are detailed listings that describe or list a collection of information according to some plan. Subordinate commands may issue catalogs, which they will designate with the acronym of the command; e.g., ACCCAT (for Air Combat Command Catalog). Air Force catalog (AFCAT) control numbers are assigned by AFDPO and are listed in the Air Force *master catalog*. MAJCOM, FOA, and DRU catalog control numbers are assigned by the respective content manager.

★2.3.6. Recurring Publications. These are nondirective magazines, periodicals, or newsletters. Section 3H explains how to establish and issue these publications and paragraph 6.3.4 explains the numbering schema. Air Force recurring periodicals (AFRP) are listed in the Air Force *master catalog*.

★2.3.7. Nonrecurring Publications. These include nondirective classified or unclassified pamphlets not subject to revisions, not listed in the Air Force *master catalog*, and usually not numbered.

★2.3.8. Visual Aids (VA). VAs usually do not require fill-in information. They are posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, and other places. OPRs should combine and issue VAs at the highest levels, when possible. Where practical, OPRs may have two different VAs printed on one page (back-to-back). Prescribe the use of departmental VAs via a publication. Indicate on the face of the VA the prescribing publication; e.g., "AFVA 33-3 (Prescribed by AFI 33-360, Volume 1)." MAJCOMs and FOAs may establish their own guidance on VAs. Air Force – level VAs are listed in the Air Force *master catalog*. There are two kinds:

★2.3.9.1. Base or Headquarters Official Bulletins. These are OPR published and contain temporary announcements, notices, and instructions. Each base issues only one bulletin, but a large headquarters located on a base may issue one separately. A base may issue the bulletin at regular intervals; e.g., weekly, or as needed. Base or headquarters official bulletins are the only types of bulletins authorized.

★2.3.9.2. Product Announcements. Product announcements announce processing and rescission actions on Air Force publications and IMTs.

★**2.5. Joint Publications**. The JCS provides instructions to the Military Departments. The Air Force *master catalog* lists these publications. Usually the PDS distributes these publications, but some are available through other channels as shown in the Air Force *master catalog*.

★**2.6. Defense Intelligence Agency (DIA) Publications**. DIA issues instructions, regulations, manuals, and guidance letters that the HAF (includes the Air Staff and the Secretariat), MAJCOMs, and FOAs may supplement. HQ USAF/XOI is the focal point for receiving, assigning action, and implementing these publications. DIA publications are listed in the Air Force *master catalog*.

★**2.9. The National Imagery and Mapping Agency (NIMA) Publications**. NIMA issues instructions and manuals. If directive on Air Force activities requiring NIMA products and services, list these documents in the Air Force *master catalog*. AFI 14-205, *Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services*, lists NIMA catalogs of cartographic products and instructions for ordering.

★**2.10. Department of Labor Publications on Occupational Safety and Health**. The Department of Labor issues standards and other publications that implement the Occupational Safety and Health Act (OSHA). The Air Force maintains safety and health standards consistent with OSHA standards. Safety and health offices requisition OSHA standards through the PDS. The Air Force *master catalog* lists OSHA standards and other related publications. AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards,* contains additional information on the *Air Force's Occupational Safety and Health Program*.

★**2.11. National Institute for Occupational Safety and Health (NIOSH) Publications**. The Department of Health and Human Services issues NIOSH publications that are directive on the Air Force. The Air Force *master catalog* lists those currently in use within the Air Force and explains the basis of issue.

★**2.12. National Security Telecommunications and Information Systems Security Committee (NSTISSC) Publications**. The NSTISSC issues instructions that are directive on the Air Force. HQ USAF/ILC implements these directives as departmental publications in the 33 series—*Communications and Information,* or as specialized publications listed in the Air Force *master catalog*.

★**2.13. Other Non-Air Force Documents and Directives**. An AFI must prescribe the use of other Federal agency publications that Air Force activities need for operation or information. The Air Force may implement the policies and laws in the following documents in either an AFPD, AFI, or AFMAN; E.O.s; Public Laws; Federal Procurement Management Regulations (GSA); OMB Bulletins, Circulars, and Notices; GSA Federal Management Circulars and Notices; Environmental Protection Agency Regulations; and Department of Commerce Circulars, Bulletins, and Notices. Other examples are publications issued by the Federal Aviation Administration, General Accounting Office, and Department of Health and Human Services. The Air Force OPR must send a functional (F) statement to AFDPO to establish functional requirements within the Air Force in order to list them in the Air Force *master catalog*.

★**2.15. Air Force as the Executive Agent on an Interservice Publication (IP)**. When HAF (includes the Air Staff and the Secretariat) is the executive agent, the Air Force publication number, command approval, and distribution formula precede those of the other Military Departments or agency. *NOTE:* On IPs for which Air Force is the executive agent, place the distribution element as the last element in Attachment 1. Title the distribution element "Interservice Publication Distribution List" then follow

with the services' distribution list. The other department's or agency's information is listed in order of precedence. The Air Force OPR develops and processes the publication according to this volume. The OPR sends the draft, by memorandum, to each Military Department or agency OPR for final approval. In the memorandum, specifically request the verification of the publication number and approving authority, distribution formula, printing requirements, and shipping instructions. The OPR coordinates with the affected HAF offices identified in Tables 3.1 and 3.2 for functional and mandatory coordinations. The OPR shows all coordination, including those obtained from other Military Departments, on the AF IMT 673, and sends one copy of the double-spaced draft, a copy of the original, signed AF IMT 673, and a disk, with an electronic copy of the publication to AFDPO for processing.

★2.16.3. The Air Force functional OPR works with the executive agent to develop the Air Force input, and gets HAF functional coordination. The OPR shows all coordination on the AF IMT 673; has the approval authority sign it; and sends the approved draft, by memorandum, to the executive agent, with a copy to AFDPO. If there are differences raised during coordination, the OPR works with the executive agent to resolve them during Air Force coordination.

★2.16.4. The executive agent sends the approved draft to the appropriate Military Department's publishing activity for processing. The executive agent's publishing activity sends a memorandum with a 30-calendar-day suspense to AFDPO requesting verification of publication number and approving authority, distribution formula, printing requirements, and shipping instructions. If the OPR fails to send a copy of the fully coordinated and signed AF IMT 673 to AFDPO at this stage, the Air Force cannot meet the 30-calendar-day suspense agreed to by all of the other Military Departments and agencies. Consequently, the Air Force may not be able to participate in the publication.

★2.16.5. AFDPO checks the draft for the Air Force publication number, approving authority, distribution formula, superseded publications, and accuracy of referenced IMT. AFDPO then sends the executive agent's publishing activity a memorandum providing the information in paragraph 2.16.4.

★**3.2. Issuing New Policy**:

★3.2.1. A memorandum or message (to include E-mail) may be issued in place of a publication to prescribe a new policy or procedure that affects many people when there is not enough time to process, post, distribute, or disseminate a publication.

★3.2.1.1. Memorandum or message **must** (to include E-mail) include the publishing function or office as an information addressee.

★3.2.1.2. Memorandum or message **must** (to include E-mail) be replaced by a revised publication **within** 180-calendar days after the date of the memorandum or message.

★3.2.1.3. It is the OPR's responsibility to formalize the policy in an official publication within the specified 180-calendar days. *NOTE:* Policy remains in effect, however, until rescinded, superseded, or replaced by a publication, regardless of the 180-calendar day expiration.

★3.2.2. Memorandums or messages (to include E-mail) that do not meet the criteria described in paragraph 3.2.1 will be issued and maintained according to AFMAN 37-139, Table 37-14, R9. Additionally, they should reflect a supersession line when revised.

★3.4.7. Effect of the *Paperwork Reduction Act of 1995* (Title 44, U.S.C., Chapter 35) on Publications. Each Air Force publication that authorizes collecting information internal or external to the Air Force is subject to the *Paperwork Reduction Act of 1995*. The Air Force must properly license collections with the proper control number. This includes information requirements developed to support all management functions, unless excluded in AFI 33-324, and information collected to satisfy statutory, congressional, and other interagency-imposed information requirements; the collection of information from the public; and information collected internally within the Air Force.

★3.4.7.4. The OPR must coordinate with the Air Force information management control officer (IMCO), HQ AFCA/ITCM, for departmental publications that collect information that require licensing.

★3.4.7.5. When using IMTs, formats, or form memoranda to collect information internal or external to the Air Force, coordinate them with AFDPO for departmental IMTs, and the IMCO through HQ AFCA/ITCM. Recipients should not honor information requirements not properly approved and symbolized (assigned an information requirements control symbol [RCS] number). You must revalidate the RCS number and OMB licenses every 3 years.

★3.4.10.2. The OPR must coordinate with the Air Force Privacy Act Office in AF-CIO/P.

★3.4.11. Publication in the *Federal Register* of Proposed and Adopted Publications Affecting the Public. The Air Force must notify the public of publications that affect the public, or will require public compliance. Make notification in the *Federal Register* as prescribed by Title 5 U.S.C., Section 552, *Public Information; Agency Rules, Opinions, Orders, Records, And Proceedings*, Title 5 U.S.C., Section 553, *Rule Making*. AFI 33-320 explains the policy, requirements, and procedures.

★3.4.12. Public or Foreign Distribution. Determine the Air Force needs to make an unclassified publication available for public or foreign distribution under *The International Exchange Program*. See DoDD 5330.3/Air Force Supplement, *Defense Automated Printing Service (DAPS)*, and AFI 61-204, *Disseminating Scientific and Technical Information*, for distribution-limitation statements that prohibit distribution of a publication.

★3.4.14.1. The Air Force may use copyrighted material, or material contributed or loaned by nongovernmental sources in a publication. However, first obtain the required copyright release or author's permission. It is unnecessary to obtain new copyright releases for the same material for each publication. Sample formats at Figures 3.1 and 3.2 show how to obtain permission to publish voluntarily submitted copyrighted manuscripts, and how to request free permission to use copyrighted materials. *NOTE:* If the copyright owner chooses not to grant the Air Force permission to post copyrighted material on the *Air Force Publishing* web site, the Air Force will treat the publication as FOUO.

★3.4.16. Prescribing Information Collections and Reports. Identify a report in the publication title if the main purpose of the publication is to prescribe the report; e.g., RCS: HQ USAF/ILCSE(R)9201, *Title of the Report*. If the report is a minor element of the publication, identify the RCS number and title in the title of the part, chapter, section, or paragraph. Coordinate with the Air Force IMCO through HQ AFCA/ITCM, for departmental reports, as soon as the need for the report is known. You must get the report approved and licensed according to AFI 33-324 before publication. Do not prescribe reports in nondirective publications (paragraph 3.21.3).

★3.4.17.2. The final coordination includes a review by the Air Force Records Office, HQ USAF/ILCSE, where the information in AFMAN 37-139 will be checked against the publication. Actions to modify disposition criteria or add or modify records will be required at that time and may delay the publication.

★**3.9. Applicability of Air Force and MAJCOM Publications to the Air National Guard (ANG)**:

★3.9.1. The National Guard Bureau (NGB) or ANG OPR will review all departmental and MAJCOM publications for content and applicability. The ANG is a mandatory coordination for all departmental and MAJCOM publications (Tables 3.1. and 3.2.). Final approval authority of ANG coordination of MAJCOM and Air Force publications is the responsibility of the functional director of the NGB or ANG OPR's office. The functional director will give approval and indicate the applicability determination on the AF IMT 673. Departmental and MAJCOM OPRs should send a request for coordination to ANGPUBS@ang.af.mil. This E-mail address is a central mailbox and your request will be sent to the appropriate NGB or ANG functional directorate for dissemination to the OPR. You may also use this mailbox to request additional details on coordination with the ANG.

★3.9.2. Departmental Publications:

★3.9.2.1. Departmental publications apply to the ANG only when coordinated with the appropriate NGB or ANG OPR. *NOTE:* The ANG determines whether a departmental publication applies, not the authoring OPR. When requested by NGB or ANG OPRs, the authoring OPR of a publication will provide a copy of the publication for final review before publishing. If coordination of an existing publication is in doubt, or not evident, the ANG will not consider the publication applicable until coordination or verification with the appropriate NGB or ANG office is accomplished. The ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the purpose paragraph. Examples of purpose paragraph statements are: "This publication applies to the Air National Guard (ANG)," "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization."

★3.9.2.2. If the reviewing NGB or ANG OPR determines that the publication applies, but identifies exceptions, the exceptions must be identified in the purpose paragraph. When selected portions do not apply, the purpose paragraph of a publication must state: "Selected (Chapters, Paragraphs, etc.) of this publication do not apply to the Air National Guard (ANG)."

★3.9.2.3. Applicability of departmental publications will be reflected in the "Applies ANG" field of the information dialog box on the *Air Force Publishing* web site at: http://www.e-publishing.af.mil. If the "Applies ANG" field of the information dialog box is blank, then E-mail ANGPUBS@ang.af.mil for the URL to visit the ANG *master catalog*. The ANG will list applicable Air Force publications in its *master catalog* until all applicability information is posted on the *Air Force Publishing* web site.

★3.9.3. Major Command (MAJCOM) Publications:

★3.9.3.1. MAJCOM publications apply to the ANG only when coordinated with the appropriate NGB or ANG OPR. *NOTE:* The ANG determines whether a departmental publication applies, not the authoring MAJCOM OPR. All MAJCOM publications must be coordinated with the ANG. When requested by NGB or ANG OPRs, the authoring OPR of a publication will provide a copy of the publication for final review before publishing. If coordination of an existing publication is in doubt, or not evident, the ANG will not consider the publication applicable until coordination or verification with

the appropriate NGB or ANG office is accomplished. The ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the purpose paragraph as outlined in paragraph 3.9.2.1.

★3.9.3.2. If the reviewing NGB or ANG OPR determines that the MAJCOM publication applies, but identifies exceptions, the exceptions must be identified in the purpose paragraph. When selected portions do not apply, the purpose paragraph of a publication must state: "Selected (Chapters, Paragraphs, etc.) of this publication do not apply to the Air National Guard (ANG)."

★3.9.3.3. Applicability of MAJCOM publications will be reflected in the ANG *master catalog*; E-mail ANGPUBS@ang.af.mil for the URL. The ANG will list applicable MAJCOM publications in its *master catalog* until all MAJCOM publications are contained on the *Air Force Publishing* web site.

★3.9.3.4. When an existing ANG and an applicable departmental or MAJCOM publication conflict, the ANG publication governs until the authoring OPR and appropriate ANG OPR resolve the conflict.

★**3.11. Selecting a Series Number**. Chapter 6 contains guidance on selecting the appropriate series for your publication. All Air Force series, except the 90 series, are aligned with the Air Force specialty codes (AFSC). Once you have identified your series based on the AFSC, AFDPO assigns departmental publication control numbers in order to provide an appropriate, unique number to each publication in the Air Force publications system. The cataloger (AFDPO) has the authority to make all departmental publication control numbers conform to policy once the series number has been determined. MAJCOM, FOA, and DRU MD control numbers are assigned by the respective content manager.

★3.12.1. Identify each standard publication (Section 2A) with one of the AFSC-based series numbers in Chapter 6. If a publication is new, select the series that most closely describes the function. If it is a revision, it bears the same series number as the one it supersedes. AFDPO assigns control numbers for Air Force departmental publications. Content managers assign control numbers for MAJCOM, FOA, and DRU publications. If you have a unique requirement for a publication cover, place the series number and title on the cover (paragraph 3.23.1.5) as well as on the first page of the publication.

★**3.15. Procedures Governing Draft Publications**. OPRs may send out drafts of publications for information and planning only--**NOT FOR IMPLEMENTATION OR COMPLIANCE**. Since organizations must not base actions on a draft document, there should be no questions about their need to comply, entitlements, benefits, and losses.

★3.16.1. Air Force **drafts are not for implementation or compliance**. The *Air Force Publishing* web site is the medium for posting official documents only. You may, however, post draft publications originated by your organization, properly marked as such, on your web site homepage, to obtain review and comment during the coordination cycle. Comply with DOD draft issuances according to current DoDD and policy guidance. *NOTE:* Caveat your web site homepage with the following language when posting drafts for review and comments during the coordination cycle.

"Electronic draft versions of Air Force publications are intended to provide broad public access to the text of Air Force publications and other key information. Do not, however, treat draft electronic versions as authoritative. The only official versions of Air Force documents are printed or hard copy publications obtained from the *Air Force Publishing Distribution Center* or from the *Air Force Publishing* web site at http://www.e-publishing.af.mil."

★**3.17. Coordinating With Interested Staff Offices**. For publications, new or revised, coordinate them with all staff offices that have a technical or functional interest in the content (Table 3.1). Refer to paragraph 3.21 and Table 3.2 for the required minimum mandatory coordination. The minimum mandatory coordination offices may not delegate this responsibility. Coordinating officials show concurrence by coordinating the AF IMT 673, Section II, or by the alternative methods identified in paragraph 3.14.

★3.17.1. Air Force-Wide Publications Review and Response Matrix. This publication prescribes the use of an Air Force-wide publications review and response matrix to reflect comments as administrative (A), substantive (S), or critical (C) along with the rationale. The rationale must be a concise, objective explanation of the reason for the comment. The publications matrix must be used instead of the old method of line-in, line-out comments previously made directly onto the manuscript. Coordinating offices must group their comments as shown on the following sample publications matrix.

						PUBLICATIONS MATRIX	
						PUBLICATION NO.: AFI 36-3089	
Organization	Item	Type	Page	Line	Para	Comment	Rationale
HQ USAF/ILCS	1	A	1, 2	15, 16	4	Update the office symbol from HQ USAF/ILCX to HQ USAF/ILCS, throughout.	Recently changed due to Air Staff reorganization.
HQ USAF/ILCS	2	S	5	25	7	Add "Content Management" to Attachment 1, List of Terms.	Defines "Content Management" as it relates to the *Air Force Content Management Program.*
HQ USAF/ILCS	3	C	10	7	4	Change the name of the program from *Air Force Publishing Program* to *Air Force Content Management Program,* throughout.	To accurately reflect the name change effected in March 2002.

★*LEGEND:*

Administrative Comments (A). These comments offer clarity, accuracy, and consistency. They include such items as grammar, punctuation, style, updated references, improper terminology, or minor errors. The publication OPR is highly encouraged to incorporate or resolve this type of comment. Any resolution of these comments must be documented and filed in the publication record set.

Substantive Comments (S). These comments are less significant deficiencies that include deviations, but would not prevent implementation of the publication. Such comments are provided because information in the document appears to be or is potentially unnecessary, incomplete, misleading, confusing, or inconsistent with other information in the document. The publication OPR is highly encouraged to incorporate or resolve this type of comment. Any resolution of these comments must be documented and filed in the publication record set.

Critical Comments (C). These comments are major deficiencies that affect the implementation of the publication. These comments are provided when a document contains critical information that is incorrect or contrary to published policy. Unless resolved, critical comments will result in a nonconcurrence. The publication OPR is ***REQUIRED*** to incorporate or resolve ***ALL*** critical comments.

If critical comments are not incorporated or resolved, the publication **<ins>cannot</ins>** be published or posted to the *Air Force Publishing* web site. Resolution of critical comments must be documented and filed in the publication record set.

★3.21. New and Revised Departmental Publications. New and revised departmental publications require the minimum mandatory coordination from HQ USAF/JAG, HQ USAF/ILCSE, HQ USAF/RE, HQ USAF/DPM, HQ AFCA/ITCM, AF-CIO/P, ANG, SAF/FMBMM, AFDPO/PPP, and HQ AFDC/AFL. As a final mandatory step, submit the proposed draft publication to SAF/PAX who will perform a security and policy review according to AFI 35-101. This review will ensure that material proposed for public release does not contain classified material and does not conflict with established Air Force, DOD, or US Government policy. For AFPDs, in addition to the minimum mandatory coordination listed above, also coordinate them with SAF/AAX for review and approval (paragraph 2.2.1). SAF/MR coordination is required on all departmental publications for which it provides policy oversight; i.e., Military and Civilian Personnel; Medical Readiness and Health Care Programs and Benefits; Family Readiness and Support; Quality of Life; Services and MWR; Manpower Management Programs and Techniques; E.O. Programs; Reserve Component Affairs; Mobilization Planning Contingency and Crisis Management. Air Staff agencies that have a functional relationship with SAF/MR in these areas bear primary responsibility for formulating and executing policy. They will ensure that SAF/MR coordination is obtained by coordinating the policy content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MR coordination. This ensures that all others have had an opportunity to review and comment before these final two reviews. *NOTE:* HQ USAF/JAG will determine if SAF/GC needs to coordinate on publications on a case-by-case basis. For AFDDs and AFTTPs, in addition to the minimum mandatory coordination listed above, also coordinate them with HQ AFDC/DR (Table 3.2). *EXCEPTIONS:* Specialized publications covered in Section 3J do not require the minimum mandatory coordination. For T.O.s, complete coordination according to T.O.s 00-5-1, *AF Technical Order System*, and 00-5-3, *Technical Manual Acquisition Procedures*. The OPR will coordinate classified publications with only those organizations that have a need-to-know.

★3.21.2. Submit a completed DD Form 67, **Form Processing Action Request**, along with the draft of the new and or revised IMT to AFDPO, according to AFI 33-360, Volume 2, before submitting the new publication.

★3.21.4.3. AFDPO, as the *Air Force Content Management Program—Publications and IMTs* lead command, will ensure that all new and revised Air Force-level departmental publications and IMTs are Section 508 compliant. All graphics and/or images that contribute significantly to the meaning or product delivered by the publication or IMT must be properly identified by a number and a descriptive caption.

★**Table 3.1. Coordinating a Publication--Functional Rules.**

R U L E	A	B	C
		then coordinate	
	If a publication	**a field publication with**	**a departmental publication with**
1	affects manpower authorizations or contents of workload data reporting systems	Manpower.	HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1710; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
2	involves additional funding, affects budgeting responsibilities, or budget policy	Financial Management.	SAF/FMB, 1130 Air Force Pentagon, Washington DC 20330-1130.
3	Authorizes the activation, organization, redesignation, reorganization, inactivation, or discontinuance of any Air Force unit whose commander exercises (or is directed by the proposed publication to exercise) courts-martial jurisdiction	Staff Judge Advocate (SJA).	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.

4	involves security policy, including safeguarding classified information, training on classified information, security classification and declassification, personnel security, industrial security, installation security, weapons systems security, and security police or Security Forces matters (for guidance contact your security manager)	Security Police or Security Forces.	HQ USAF/XOF, 1340 Air Force Pentagon, Washington DC 20330-1340; and HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
5	affects or involves Air Force Attaches		HQ AFAAO, 1080 Air Force Pentagon, Washington DC 20330-1080.
6	prescribes preparation and retention of documents in military personnel records	Military personnel records office and SJA.	HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB TX 78150-4721; and HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420.
7	involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	Environmental coordinators; SJA.	HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SGOA, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.

8	affects the AFOSH standards or Department of Labor OSHA Program	Bioenvironmental engineering service wing safety office; SJA.	HQ AFSA/SEG, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ AFMOA/SGOE, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050; HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319.
9	establishes a committee, council, board, or similar body (as defined in DoDD 5105.4)	Committee management officer.	SAF/AA 1720 Air Force Pentagon, Washington DC 20330-1720; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
10	affects military personnel functions flight (MPF) performed at MAJCOM or FOA level or below (see NOTE 1)	MAJCOM or FOA MPF management division (or comparable office); and HQ AFPC/DPMYCO, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.	HQ AFPC/DPSFM, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.
11	creates documentation requirements on base-level organizations that use core automated maintenance system	Director of Maintenance.	HQ USAF/ILM, 1030 Air Force Pentagon, Washington DC 20330-1030.
12	applies to AFRC units (see paragraph 3.8)	HQ AFRC appropriate OPR, 155 - 2nd Street, Robins AFB GA 31098-1635 (see NOTE 1).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

13	applies to AFRC, Air Force Reserve Personnel Center, and Individual Mobilization Augmentees (paragraph 3.8)		HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
14	applies to ANG (paragraph 3.9.)	Appropriate ANG OPR via E-mail at ANGPUBS@ang.af.mil.	Appropriate ANG OPR via E-mail at ANGPUBS@ang.af.mil.
15	applies to the CAP units--includes departmental, nondepartmental, and MAJCOM publications at any level (paragraph 3.10)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
16	applies to CAP members (paragraph 3.10)	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	HQ CAP-USAF/IM, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
17	involves acquisition, management, or disposal of Air Force-controlled property	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
18	directs ancillary training not Air Force-specialty related, such as drug and alcohol or traffic safety training	All directorates within the respective MAJCOM or FOA.	All Secretariat and Air Staff agencies, and HQ USAF/DPPE, 1040 Air Force Pentagon, Washington DC 20330-1040.
19	applies to military or civilian personnel matters	Military and civilian personnel and family support.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.

20	applies to morale, welfare, recreation, and services	Services.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SV, 1790 Air Force Pentagon, Washington DC 20330-1790.
21	applies to military health affairs	MAJCOM surgeon general.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SG, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.
22	applies to manpower management matters	Management engineering team.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1070.
23	applies to equal opportunity and treatment of military or civilian personnel	Social actions.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
24	applies to military installations and real property facilities	Civil engineer.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/ILE, 1260 Air Force Pentagon, Washington DC 20330-1260.
25	applies to base closure and disposal matters	MAJCOM/XP.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTE: Send classified paper publications to HQ AFRC appropriate OPR, 155 2d Street, Robins AFB GA 31098-1635.

★**Table 3.2. Mandatory Coordination for New and Revised Standard Departmental and Field Publications**.

R	A	B	C
NOTE: This table identifies the type of publication and each mandatory coordinating office.			
U L E	**Coordinate**	**Coordinate a field publication with**	Mandatory coordinating offices for new and revised standard departmental publications. (See **NOTE 1**.)

1	a standard departmental publication, directive or nondirective, with the offices identified in column C. See **NOTES** 1 through 8.	SJA; appropriate ANG OPR (see list of addresses in paragraph 3.9.1); HQ AFRC (for unit members); HQ ARPC/XP (for IMAs); records management; privacy and FOIA office; information collections reports managers; AFDC/AFL; and SC IMT and publications managers.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Appropriate ANG OPR (see list of addresses in paragraph 3.9.1); HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; HQ USAF/ILCSE, 1030 Air Force Pentagon, Washington DC 20330-1030; HQ AFCA/ITCM, Scott AFB IL 62225-5222; AF-CIO/P, 1155 Air Force Pentagon, Washington, DC 20330-1155; HQ USAF/DPM, 1070 Air Force Pentagon, Washington, DC, 20330-1070; HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480; SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; AFDPO/PPP, 3 Brookley Avenue, Box 94, Bolling AFB DC 20332-5000; and counterparts at MAJCOMs and FOAs preparing manuscripts. SAF/PAX, 1690 Air Force Pentagon, Washington DC 20332-1690—**THE LAST STOP**. Once all coordination has been obtained and changes made, SAF/PAX will perform a mandatory security and policy review to determine the suitability of the information for public release. *NOTE:* In addition to the above coordination, for AFPDs only, also route them for review, coordination, and approval (paragraphs 2.2.1 and 3.21) to: SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.
2	a doctrine document or tactics, techniques, and procedures (TTP)		HQ AFDC/DR, 155 North Twining Street, Maxwell AFB AL 36112-6112.

3	a publication that contains mailing addresses and functional address identifiers		HQ USAF/ILCO, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See NOTE 1.)
4	a publication that prescribes the use of a specific class or service of mail		HQ USAF/ILCO, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See NOTE 1.)
5	a publication that affects or involves communications and information systems	communications systems officer.	HQ USAF/ILCO, 1030 Air Force Pentagon, Washington DC 20330-1250; and HQ AFCA/ITXD, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222.
6	a publication that sets policy on visual information (VI) matters; combat cameras, video teleconferencing, base-level support (still photography, graphics, presentations) or includes authorizing VI hardware or acquiring and using VI products (audiovisual productions; e.g., films, video tapes, video disks, etc.) to support operations, training, corporate communications, public affairs programs, etc.		HQ USAF/ILCO, 1030 Air Force Pentagon, Washington DC 20330-1030; and counterparts at MAJCOMs and FOAs preparing manuscripts. (See NOTE 1.)

7	a publication that includes an explanation of terms	(communications and information).	HQ AFDC/AFL, 1480 Air Force Pentagon, Washington DC 20330-1480.
8	a publication that prescribes, adopts, or cites IMTs or includes formats		AFDPO/PPP, 3 Brookley Avenue, Box 94, Bolling AFB DC 20332-5000; and counterparts at MAJCOMs and FOAs preparing manuscripts.
9	a publication that requires coordination or revision of IPs.		AFDPO/PPP, 3 Brookley Avenue, Box 94, Bolling AFB DC 20332-5000.
10	a publication that is marked For Official Use Only and authorized to be withheld from general public disclosure, has legal implications, or contains copyrighted material.	SJA.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; and HQ USAF/ILCO, 1030 Air Force Pentagon, Washington DC 20330-1030.
11	a publication that pertains to ANG matters.	Appropriate ANG OPR via E-mail at ANGPUBS@ang.af.mil.	Appropriate ANG OPR via E-mail at ANGPUBS@ang.af.mil and SAF/MR, 1660 Air Force Pentagon, Washington DC 20330-1660.
12	a publication that pertains to AFRC matters.	Appropriate HQ AFRC OPR, 155 - 2ND Street, Robins AFB GA 31098-1635 (for unit and members); HQ ARPC/XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs, see NOTES 1 and 2).	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and SAF/MR, 1660 Air Force Pentagon, Washington DC 20330-1660.

NOTES:

1. See paragraph 3.21 for the minimum mandatory coordination for new and revised departmental publications.

2. Send AF Form 525, **Records Disposition Recommendation**, to the records manager when AFMAN 37-139 does not cover disposal of records.

★3. Coordinate with HQ USAF/ILCSE for records management.

4. Coordinate with HQ AFCA/ITCM for reports control symbol and information collection budget.

5. Coordinate with AF-CIO/P for FOIA, *Privacy Act*, and *Federal Register*.

★6. Coordinate with HQ USAF/DPM for manpower impact.

7. Coordinate with SAF/FMBMM for fiscal impact.

★8. Coordinate with SAF/PAX for security review of publications released on the public web site.

★3.23.1. OPR Accountability and Responsibility. OPRs are fully accountable and totally responsible for their publications. Therefore, OPRs must ensure accuracy, currency, integrity, good taste, and the expected compliance of all publications. OPR and/or content managers will ensure that publications submitted to AFDPO for publishing will contain all pertinent statements such as the "Holdover" statement, if applicable. *NOTE:* AFDPO does not provide editing service for Air Force publications.

★3.23.1.6. As OPR, you must comply with prescribed distribution requirements. Contact AFDPO for further details. Send copies of field publications to addressees as shown in Table 3.3.

★Table 3.3. Submitting Copies of Field Publications.

R U L E	A	B	C
	If a field activity is (see NOTE 1)	then send one copy of	to
1	a MAJCOM	subject and numerical indices	**11 CS/SCSR**, 1620 Air Force Pentagon, Washington DC 20330-1620.
2			**HQ USAF/ILCSE**, 1030 Air Force Pentagon, Washington DC 20330-1030.
3		policy directives, instructions, manuals, indices, pamphlets, directories, handbooks, mission directives, catalogs, and supplements	**HQ AFIS/IMP**, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670.
4		supplements or separate publications issued instead of supplements	OPR in **HQ USAF**.
5	below MAJCOM	supplements or separate publications issued instead of supplements (see NOTE 2)	OPR at the next higher headquarters.
6		indices of publications (see NOTE 2)	publications management office in the next higher headquarters.

NOTES:

1. AFI 36-2303, *Documents and Publications for the Air University Library*, gives instructions on sending copies to the AU Library.

2. A higher headquarters may specify more copies.

★**3.24. Prescribing and/or Adopting IMTs**. You must use a directive publication to prescribe an IMT. To adopt an IMT prescribed by another publication, list the IMT number and title in the body of the publication. List both the prescribed and adopted IMT on the AF IMT 673, in the table of contents, and in the IMT prescribed and/or adopted paragraphs. This paragraph is the last paragraph of the publication, just before Attachment 1 (see this publication for an example). Review AFI 33-360, Volume 2, for specific IMT guidance.

★3.35. Using Numbered Paragraphs Throughout Publications. For ease of electronic paragraph and subparagraph searching in publications, number all paragraphs and subparagraphs using the digital numbering scheme shown in Figure 3.5. Also, use this publication as a visual sample for paragraph numbering.

★3.35.1. Bullets are not authorized in Air Force publications; do not use them. If an OPR attempts to issue an interim change (IC) to a publication by adding bullets or attempts to update existing bullets in a publication, inform the OPR that publishing policy prohibits. If, on the other hand, the OPR issues an IC to a publication that does not affect bulleted material, process and post the IC to the *Air Force Publishing* web site then immediately inform the OPR to convert the bullets in the existing publication to the digital numbering schema as soon as possible.

★3.38. Writing the Purpose Statement. Write a purpose statement for all categories of publications (see Attachment 3 for specific guidance on writing the purpose statement for PDs) as concisely as possible and include the antecedent policy directive and title at the Air Force, MAJCOM, or FOA levels. It is a requirement that MAJCOM publications show the date of the basic publication being supplemented. Do not include policy statements in the purpose paragraph; they must be included in the body of the publication. Explain what the publication covers; who must comply with it; e.g., all installation commanders, all Air Force military and civilian personnel (includes AFRC or ANG units and members); and if the publication implements a DOD or other Federal publication. If implementing a DOD publication, show the type implemented after "DOD" and then show the number, title, and date. If the publication contains material that relates to an OSHA standard, include: "This instruction is consistent with *Air Force Occupational Safety and Health* (AFOSH) standards or *Department of Labor Occupational Safety and Health Act* (OSHA) standard (or standards) (number)." If the publication contains material specifically enforced as to military and civilian personnel (paragraph 3.4), explain that failure to comply with such material is punishable as a violation of Article 92, UCMJ (paragraph 3.4.4), or the consequences of noncompliance for civilian personnel (paragraph 1.4). If the publication is subject to the PA of 1974, indicate that fact. Indicate if the publication does or does not apply to the US Air Force Reserve, ANG, or the CAP (paragraphs 3.7 through 3.10). To recommend changes, conflicts, suggestions, or recommendations to departmental publications, use the AF IMT 847 and route it through the publishing channels to the OPR for the publication. (*NOTE:* HQ USAF/RE and ANG OPR will provide the applicability or exception statement to the OPR for inclusion in the purpose paragraph. Closely coordinate purpose statements with HQ USAF/JAG, and servicing SJAs.)

★3.40. Graphics and Artwork for Publications. In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page. Place the caption above the graphic. For specific guidance on publishing policy for publications, graphics, and IMTs (standards, formats, examples, and samples) visit the *Air Force Publishing* web site at http://www.e-publishing.af.mil.

★3.41. Marking Revised Material. Use a star (¬) to show revised material by paragraph, subparagraph, chapter, section, parts, figure, table, or attachment in any part of the publication. For an example of how to show revised material, refer to the ICs associated with this publication. Do not use stars in the publication if it is a total revision.

★3.42. Format of the Air Force Master Catalog. The *master catalog* lists all publications in numerical sequence by type under each subject series. It shows each publication's number, date (complete date or month and year), security classification, and title (or short title). It shows "(PA)" if it

is subject to the *Privacy Act of 1974*, OPR, number of pages, and distribution symbol. It gives the security classification and the distribution symbol of a classified supplement, unless they are the same as the basic publication. List in the obsolete section any superseded publications (if the number or type changed) or rescinded publications (since the last edition). Follow the style and format of the *master catalog*.

★3.43.2.2. Limited "L" Distribution. The "L" distribution symbol is used exclusively by HQ SSG to restrict its distribution to a limited audience. No other Air Force organizations are authorized to use the limited "L" distribution symbol. Specifically, it is used for base-level Standard Communications--Computer System (SCS) publications and SCS Commercial Documentation only. The OPR approves or disapproves all non-DOD requests for an " L" distribution publication. The Air Force will not place "L" distribution publications on the *Air Force Publishing* web site or AFEPL (CD-ROM).

★3.43.2.2.1. How and When To Use the Limited "L" Distribution. Solicit requirements in the same manner as for functional "F" distribution items. When using the "L" distribution symbol, the following applies:

★3.43.2.2.1.2. The Air Force does not distribute Air Force numbered SCS publications outside DOD. The following statement appears at the top of the title page: "DISTRIBUTION LIMITED TO DOD--REFER OTHER REQUESTS TO THE SCS MANAGER." The distribution statement in the title-page footnote must show the system manager's FAS; e.g., "Distribution: L (AFCSM Manager: SSG/SCD)."

★3.43.2.2.1.3. When HQ SSG, Gunter AFB, reprints and distributes SCS Commercial Documents, a caveat appears on the title page to identify the scope of distribution by the Air Force as authorized by a specific vendor's contract. This caveat will be: "DISTRIBUTION LIMITED TO ORGANIZATIONS SUPPORTED BY THE _____, CONTRACT NUMBER_____. REFER ALL OTHER REQUESTS TO THE SCS MANAGER." The blanks in this statement will identify the vendor and the contract number. If applicable, this caveat will include the statement: "LOCAL REPRODUCTION IS PROHIBITED."

★3.43.2.3. Special "X" Distribution. If the publication receives "X" distribution or is a supplement with a classification different from the basic publication, contact your content manager for instructions. You may use "X" distribution for classified publications. When using "X" distribution, the OPR will stock and issue all extra copies of the publication, once initial distribution is made. The Air Force will not place "X" distribution publications on the *Air Force Publishing* web site or AFEPL (CD-ROM).

★3.43.2.3.1. How and When To Use the Special "X" Distribution. Used when control of the distribution remains with the OPR. Occasionally, OPRs desire to specify which organizations should receive a publication and the number of copies to be sent to each addressee, or they may specify a "ratio" distribution based on the number and types of personnel serviced. Under the "ratio" distribution, the OPR, for example, may specify that one copy be distributed for each 10 officers supported. "X" distribution of a functional "F" or limited "L" distribution publication will only be accomplished when the addressee is not supported within the normal *Air Force Publishing* channels. Activities supported by an OAR must submit their requirements through the servicing OAR. MAJCOMs may further supplement this paragraph to meet their unique requirements.

★3.43.2.3.2. When an OPR specifies "X" distribution, the OPR must furnish the complete mailing address, to include the ZIP Code plus 4 and the number of copies each is to receive. The OPR will stock and issue all copies once distribution is made. OARs will not order copies of "X" distribution

publications from the system. The organization or office requiring copies of "X" distribution publications must send a request directly to the OPR listed in the product announcement.

★3.43.3.1. Functional "F" Distribution. The Air Force uses the "F" method of distribution for all unclassified departmental-level publications. This method of distribution is available to the public; no restrictions apply. All "F" distribution publications are posted on *the Air Force Publishing* web site and the AFEPL (CD-ROM). Under this system, the Air Force *Product Announcement* carries the "F" statement to alert intended users that AFDPO is processing a publication. The OPR prepares an "F" statement for a new publication; for a revision of a classified publication more than 1 year old; when the intended audience of the publication changes; or when a single publication combines two or more publications. Include in the "F" statement the publication's purpose; any higher-headquarters' publication implemented; organizational levels that must use it; any publications it supersedes; type of distribution; and OPR FAS. A typical "F" statement is:

"AFI 33-360, Volume 1, *Air Force Content Management Program--Publications* (formerly *Publications Management Program*)*,* provides the policy guidance for developing and revising Air Force publications. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. It supersedes AFI 33-360, Volume 1, 6 May 2002. Distr: F. OPR: HQ USAF/ILCSE."

★3.43.3.1.1. How and When to Use the "F" Distribution. OPRs will identify functional "F" distribution in block 12 of the AF IMT 673, indicating that the publication can be released to the public. Send the "F" statement to AFDPO as soon as possible as it takes 6 to 8 weeks to obtain worldwide consolidated requirements for departmental publications. The statement is issued in the Air Force *Product Announcement* early in the publishing process to avoid a delay in dissemination. Affected organizations submit requirements through their publishing channels.

★3.43.3.1.2. OARs use this information to establish electronic requirements for notification that the item is available for issuance or downloading from the electronic web site.

★3.44.1. To add an additional level of guidance to material in higher headquarters publications. The policy is to issue supplements rather than separate publications to avoid extensive duplication. The goal is to issue them at the highest level possible, preferably at the MAJCOM- or FOA-level. Therefore, before completing the final draft, request input from subordinate units. Issue supplements only to add essential local information. MAJCOMs and bases are required to process their unclassified publications for tagging to the central tagging operation (CTO) via AFDPO. Content managers are responsible for ensuring the publication is valid and proper documentation exists for the submitted publication. It is the responsibility of each activity requesting tagging and integration support to ensure the extranet is updated and that all files are properly named. For more guidance, contact AFDPO. Generally, supplements to higher headquarters publications are required only when:

★3.45.5. Keeping Supplements Current. When a basic publication is revised or changed by an interim change, its supplements automatically remain in effect.

★3.45.5.1. These supplements are placed in a "holdover" status and provide interim direction or information until they are revised. File and/or cross-reference them with the new basic publication. The OPR must revise or rescind supplements placed in a holdover status within 180-calendar days. Additionally, holdover supplements must be identified. The following procedures apply to managing holdover supplements:

★3.45.5.1.1. Place the caveat "**H**" on web site (near the short title of the publication) to reflect a supplement in **"HOLDOVER"** status. Additionally, the web site will show that "**H**" indicates that "**The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.**"

★3.45.5.1.2. OPRs must report to their content manager on supplements that are not revised within 180-calendar days. Content managers will track and work with the OPR to ensure that holdover supplements are revised and published.

★3.45.5.2. If the OPR determines that revision (or interim change) to the basic publication requires the supplement be revised, the OPR must do so within 180-calendar days.

★3.45.5.3. Limited Revision for Supplements (LRS) Policy. This publication prescribes the LRS for those supplements not requiring content change after revision of the basic publication. Specifically, if the OPR determines that revision (or interim change) to the basic publication **does not affect** the supplement, the OPR must issue an LRS to update the supplement. The LRS must be issued within 30-calendar days after this determination. The LRS will only revise the following elements: update of the supplement "purpose" paragraph to reflect the date of the new basic publication; date of the supplement; basic publication and date in the leadline; OPR, if applicable; superseded publication and date in the supersession line; and attachment numbers; if applicable. You may also update office symbols and certifying and approving officials, if necessary.

★3.45.5.3.1. The OPR provides the content manager a new AF IMT 673 completed with revised information. The OPR ensures Section II, block 16, contains a statement in bold, uppercase print that identifies the revised elements. This statement also certifies the accuracy of the revisions, for example: **"THE ONLY REVISIONS REQUIRED IN THIS SUPPLEMENT ARE IN THE DATE LINE, LEADLINE, SUPERSESSION LINE, AND ATTACHMENTS (SEE NOTE BELOW). I CERTIFY THIS IS A TRUE AND ACCURATE STATEMENT."** The OPR signs and dates the statement and verifies the AF IMT 673 contains the approving authority's name, signature, and date of signature (blocks 20, 21, 22). Coordination requirements are waived.

★3.45.5.3.2. Content managers will make the designated revisions and insert a banner statement, in **bold**, *italicized* print two lines below the last line of text in the header, identifying the specific elements revised. For example: **"The basic publication has changed; however, the only revisions required in this supplement were made in the date line, OPR line, leadline, supersession line, certifying, and approving authorities."** Create a new record set and include copies of the previous AF IMT 673 and DD Form 67 along with a copy of the approved AF IMT 673, if applicable. Place the file folder containing the superseded supplement and supporting documentation in the inactive file. Follow the organization's routine publishing procedures to make the current supplement available to customers.

★3.45.5.3.3**.** The changes shown above are the only authorized changes for this type of LRS. *EXCEPTION*: You may change and or update the name of the OPR, Certifying Official, Approving Official, and office symbols, if applicable.

★3.45.5.4. If the OPR determines the new basic publication eliminates the need for the supplement; the OPR will request the content manager immediately rescind the supplement.

★3.45.6.1. DELETED.

★3.45.7.3. Add a new paragraph when the supplementary material does not relate to a paragraph in the basic publication. To add a paragraph between two paragraphs in the basic publication, identify it by a point number and the words "Added" in parentheses; e.g., a new paragraph following paragraph 4.1 would be shown as 4.1.1. (Added). To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "Added" (e.g., 11.1. (Added) Title). Add a subparagraph if the material logically continues existing material of the basic publication. Show added subparagraphs by inserting (Added) in parentheses after the paragraph number; e.g., "2.1.2.3. (Added)."

★3.45.7.4. Add a new figure, table, or attachment when required and place the words "Added" after the figure, table, or attachment number. *NOTE:* DoD issuances use the term "enclosure." However, do not duplicate figure, table, or attachment (enclosure) numbers already in the basic--start with the next number. Numbering must agree with the format in the basic publication; e.g., publications with chapters--Figure 2.1, Table 3.1, etc.; without chapters—Figure 1, Table 1, etc.

★3.45.8.3.2. To add a new paragraph. Add a new main paragraph if the supplementary material bears no direct relation to a specific paragraph or subparagraph of the basic publication, or if adding to a paragraph would complicate the text. Identify the new paragraph with the digital numbering scheme. For example, a new paragraph following paragraph 5.3 would be shown as: "(Added)" before the supplemented material; e.g., "(Added)" 5.3.1. (Added) Controlled Hardware", "5.3.1.1. (Added) Classified Hardware", "5.3.1.2. (Added)"Unclassified Hardware."

★3.45.8.3.3. To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "(Added); e.g., 11. Paragraph Title."

★3.45.8.3.4. Add a subparagraph if the supplementary material is a logical continuation of existing subparagraphs of the basic publication. Show added subparagraphs by inserting "4.6.7.9. (Added), 8.4.2.3. (Added)."

★3.45.8.5. DELETED.

★**Figure 3.6. Sample "Holdover" Supplement Title Page.** DELETED.

★Figure 3.7. Sample MAJCOM Paragraph Supplement.

AFI64-117_944FWSUP1

BY ORDER OF THE COMMANDER 944TH FIGHTER WING

AIR FORCE INSTRUCTION 64-117

944TH FIGHTER WING

1

14 February 2003

Acquisition

AIR FORCE GOVERNMENT-WIDE PURCHASE CARD (GPC) PROGRAM

*OPR: 944 MOF/MXOB (Ms. A Walling)

*Certified by: 944 MXG/CC (Lt Col Linda M McCourt)

Supersedes 944 FWI 64-117, 1 June 01

Pages: 2/Distribution: F

The OPR for this supplement is 944 MOF/MXOB (Ms. Walling). This supplement implements and extends the guidance of Air Force Instruction (AFI) 64-117, 6 Dec 02. It authorizes use of 944 Fighter Wing (FW) Form 5, **Government-Wide Purchase Card Request and Checklist**. This supplement applies to all organizations assigned and attached to the 944 FW.

SUMMARY OF REVISIONS

This revision implements office symbol changes due to reorganization and changes numbering of paragraph 5.1. due to basic AFI revision. A bar (|) indicates revisions from the previous edition.

2.1.1. 944 FW Form 5, **Government-Wide Purchase Card Request and Checklist**, will be completed for all purchases using the government-wide purchase card.

5.1. Form Prescribed. 944 FW Form 5.

CRAIG S. FERGUSON, Colonel, USAFR

Commander

★3.46.1.3. Obtain an electronic file of the DOD material from the OPR and insert the Air Force supplementary material. Follow software requirements and the integrated supplement format as shown on the *Air Force Publishing* web site at http://www.e-publishing.af.mil. Show "(AF)" before the supplemented material; e.g., "(AF) Within HQ USAF . . . ." Include added material (main paragraphs, figures, etc.) in the table of contents, if used. Show "(Added)" before the title. To add a new paragraph, show "(Added)(AF)" before the supplemented material; e.g., "(Added)(AF) See Figure 5.1 . . . ."; or "4.300.1 (Added)(AF) Classified Hardware." To add a chapter, table, etc., show "(Added)(AF)" before the title.

★**3.48. Rescinding a Publication**. When the approving official authorizes the rescission of a publication, AFDPO will delete it from the Air Force *master catalog* and add it to the list of obsolete publications. Also, AFDPO will announce the rescinded publication in the Air Force *product announcement*. If the publication prescribes or adopts IMTs or reports, the OPR informs the content manager and reports control officer, who will send action to AFDPO to annotate the *master catalog*. If the publication prescribes an internal or external information collection, the OPR notifies the Air Force IMCO or MAJCOM or FOA information reports requirements manager (IRRM), as required by paragraphs 3.4.7.3. and 3.4.7.4.

★3.49.1. The approving official authorizes the content manager to rescind a publication by preparing a memorandum requesting rescission, advises all interested staff offices by providing them a copy of the memorandum for coordination, and having it signed by the designated functional certifying and approving authorities. The directorate level official also requests rescission of the publication, via memorandum, and advises staff offices affected by the rescission. If the publication prescribes a report, the directorate-level official sends a copy of the request for rescission to the information reports management and control office.

★3.49.2. If the publication prescribes IMTs or reports, list their status on the AF IMT 673, Section III. If the publication is classified and not subject to automatic declassification, state whether it can be declassified before rescinding. If the publication implements a current DOD publication, advise the Office of the Secretary of Defense OPR and SAF/AAX what other documents will implement it per AFI 90-101.

★3.50.2. Notification Process. Content managers will notify OPRs via E-mail, correspondence, or FAX when a publication or IMT is officially published, and the OPRs will notify the targeted audience. Notification is for new, revised, changed, and rescinded material. This process will remain in effect until a "push" method is implemented on the *Air Force Publishing* web site that automatically notifies the end user or user groups when material is new, revised, changed, or rescinded.

★**3.51. Summary of Revisions**. A "*SUMMARY OF REVISIONS*" is mandatory for all revised departmental publications, including HAF HOIs. It helps orient readers to matters that are different from the previous edition, and is a central and consistent place in a publication where readers can find that type of information. The "*SUMMARY OF REVISIONS*" identifies major changes by citing the paragraphs, subparagraphs, chapters, sections, parts, figures, tables, or attachments in which they appear. Include new, revised, or obsolete IMTs, and new, revised, or rescinded recurring reports. Place the "*SUMMARY OF REVISIONS*" immediately after the purpose paragraph. *NOTE:* Do not include a "*SUMMARY OF REVISIONS*" for new publications.

★3.51.1. Include, if applicable, publication or IMT conversion from one series to another and the transfer of the approval authority, or publication conversion from the old schema (AFRs, etc.) to the current schema (AFIs, etc.).

★3.51.2. For ICs, indicate in the "***SUMMARY OF REVISIONS***" that the attachment "IC 2004-X" is the last attachment of the publication.

★**3.52. Publication Changes**. Because Air Force publications are now published in multiple media; i.e., on paper in a few cases, on CD-ROM, and posted on the *Air Force Publishing* web site, it is critical that you process publication changes through the content managers. It is a legal requirement that all versions of Air Force publications contain the same information; content managers maintain version control via the change processes. For procedures on preparing and submitting publication changes (ICs, EMCs, and LRS), contact your content manager. ***NOTE:*** Once a publication or IMT is posted to the *Air Force Publishing* web site, it is official and will not be pulled down for changes without the OPR issuing an IC to revise it.

★3.53.2.1. EMC Processing. Prepare the text of the change in regular message format according to AFMAN 33-326, *Preparing Official Communications,* and cite the type of change, change number, the publication being changed, and its date. Show write-in or paragraph changes for only one basic publication.

★3.53.3. DELETED.

★3.53.3.1. DELETED.

★3.53.3.2. DELETED.

★3.54.1. To post an IC to the *Air Force Publishing* web site, OPRs must use the AF IMT 673 to obtain the two-letter functional principal or designee's signature. Once obtained, send the IC along with the properly signed and dated AF IMT 673 to AFDPO for processing and posting to the *Air Force Publishing* web site. OPRs are responsible for alerting functional publication users via the normal message distribution process that an IC has been electronically posted and is available for downloading.

★3.54.1.1. The official download site for departmental publications is the *Air Force Publishing* web site at: http://www.e-publishing.af.mil.

★3.54.1.2. After the two-letter approving authority or delegated designee signs the IC notification, approving the IC, the OPR sends, by FAX, a signed copy of the IC notification message and the approved IC with the date assigned by the OPR (including the ***SUMMARY OF REVISIONS***) to AFDPO for posting to the *Air Force Publishing* web site **before** issuing the IC notification message. ***NOTE:*** A brief description of the change is authorized, but the actual changes must not appear in the IC notification message. The IC notification message is merely the vehicle used to alert, notify, and inform users that an IC has been posted and is available.

★3.54.2. Upon receipt of both the signed IC notification message and the approved IC, the content manager posts the IC on the *Air Force Publishing* web site and notifies the OPR, via telephone, that it is posted and available for downloading. After AFDPO notifies the OPR that the IC is posted, the OPR then releases the signed IC notification message. It is imperative that you follow these procedures to make sure the IC is posted to the electronic media **before** issuing the IC notification message.

★3.54.3. Within 30-calendar days, the content manager revises the basic publication by integrating the IC, changing the date on the title page to reflect the date of the IC, updating the supersession line, and, in some cases, the signature block. The content manager then attaches the IC to the revised publication as the last attachment. Next, the content manager files the AF IMT 673 and the IC in the background folder. *NOTE:* AFDPO will not post ICs to the *Air Force Publishing* web site **without** a copy of the signed AF IMT 673 showing the signature of the two-letter functional principal or designee. Also, content managers must not post ICs to the *Air Force Publishing* web site that did not process through the established publishing channels. Immediately report version control issues to HQ USAF/ILCSE if you receive an IC issued by unauthorized means (paragraph 3.68).

★3.54.4. The publishing content manager for HQ USAF OPRs is AFDPO.

★Figure 3.9. Sample IC Notification Message.

HQ USAF//JA

TO: ALMAJCOM-FOA-DRU//CC//JA//DO

UNCLASS

SUBJECT: INTERIM CHANGE (IC) NOTIFICATION 2002-4 TO AFI 51-604, *APPOINTMENT TO AND ASSUMPTION OF COMMAND*

1. IC 2002-4 IS APPROVED AND IS POSTED ON THE AIR FORCE PUBLISHING WEB SITE AT HTTP://WWW.E-PUBLISHING.AF.MIL.

2. IC 2002-4 CONVERTS AFI XX-XXX, VOLUME X, TO AFI XX-XXX, VOLUME X, AND TRANSFERS THE OPRSHIP AND THE APPROVAL AUTHORITY TO HQ USAF/XX.

3. IC 2002-4 ALLOWS NONRATED CREWMEMBERS, SUBJECT TO OTHER RESTRICTIONS CONTAINED IN THE INSTRUCTION, TO COMMAND FLYING UNITS TO WHICH THEY ARE ASSIGNED AND IN WHICH THEY OCCUPY AN ACTIVE FLYING POSITION. THE REQUIREMENT THAT A COMMANDER OF A FLYING ORGANIZATION BE "RATED" IS DELETED FROM PARAGRAPHS 5.1 THROUGH 5.3.2.

4. IT IS MANDATORY FOR PAPER-BASED USERS TO POST ICs.

5. THE SERVICING PUBLICATIONS MANAGEMENT OFFICE WILL UPDATE AND INTEGRATE THE IC WITHIN 30-CALENDAR DAYS OF ISSUANCE FOR DIGITAL PUBLICATIONS USERS.

6. OPR FOR THE CONTENT OF SUBJECT PUBLICATION IS LT COL JAMES K. WESTBROOK, HQ USAF/JAG, DSN 297-2222, E-MAIL: JAMES.WESTBROOK@PENTAGON.AF.MIL.

NOTES:

1. Do not issue the approved IC notification message until your publishing manager notifies you that the approved IC is posted to the *Air Force Publishing* web site, and is available for downloading.

2. Do not include the actual change in the IC notification message. If desired, however, you may provide a brief description of the IC as shown in the sample.

3. The two-letter approving authority (or delegated designee) must approve and sign the releasing document for the IC notification message.

★Figure 3.10. Sample IC.

Attachment 5

IC 2003-4 TO AFI 51-604, *APPOINTMENT TO AND ASSUMPTION OF COMMAND*

20 AUGUST 2003

★*SUMMARY OF REVISIONS*

This change converts AFI XX-XXX, Volume X, to AFI XX-XXX, Volume X, and transfers the OPRship and the approval authority to HQ USAF/XX. It also incorporates interim change (IC) 2003-4, which allows line of the Air Force officers who are nonrated crewmembers occupying active flying positions within the organization to command flying organizations (paragraph 5.1); and provides new guidance regarding eligibility for command of Air Force flying organizations (paragraphs 5.1 and 5.3.1). See the last attachment of the publication, IC 2003-4, for the complete IC. A star (¬) indicates revision from the previous edition.

★**5.1.** Only line of the Air Force crewmembers occupying active flying positions can command flying organizations.

★5.1.1. **EXCEPTION**: Officers from other Military Departments who have US Air Force-equivalent crewmember ratings or certifications can command consolidated flying training organizations according to appropriate interservice agreements. For purposes of military justice administration, commanders of consolidated flying training units are subject to the same restrictions applicable to joint commanders under the provisions of AFI 51-202, *Nonjudicial Punishment*, paragraph 2.2.

★**5.2**. These officers must hold a currently effective aeronautical rating or crewmember certifications, and must be qualified for aviation service in the currently effective aeronautical rating or crewmember certification.

★5.3.1. The commander of a subordinate flying organization (such as a base operations squadron) or a director of operations and training is delegated responsibility for the flying portion of the mission. If this authority is vested in a director of operations and training, that person must meet the eligibility requirements for command of a flying organization. Delegate this authority only by special orders.

NOTES:

1. Submit, by FAX, a copy of the signed releasing document, the approved IC notification message, and the approved IC with the date assigned by the OPR to your content manager for posting to the *Air Force Publishing* web site before issuing the approved IC notification message.

2. Upon posting to the *Air Force Publishing* web site, your content manager will notify you when to issue the IC notification message.

★3.54.6.5. Posting ICs. It is mandatory for paper-based users to post ICs. The servicing content management office must integrate the IC within 30-calendar days of issuance for digital publication users. Assign a new publication date to reflect the integrated revision (date of the IC), update the supersession line, summary of revisions, and in some cases, update the signature block and number of pages.

★3.54.6.6. Issuing ICs and EMCs for FOUO and Classified Publications. To issue an IC or EMC to an FOUO or classified publication, combine the actual change language in the IC or EMC message, when paragraph changes will work. Where entire page changes are necessary, and figures and tables need to be revised, you may need to process the IC using a classified cover memorandum, with an attached IC transmittal page, and the pages that are changed. For distribution "X," the OPR identifies the distribution based on the need to know (paragraph 3.53.4). For distribution "F," AFDPO will distribute to those users with established requirements.

★3.55.2. Supplements to T.O.s. Supplements to T.O.s will not be posted to the *Air Force Publishing* web site. They are usually distribution "A," and are published on the respective MAJCOM T.O. web page.

★3.63.5. Online customers can access and download periodicals from the official *Air Force Publishing* web site or other web sites as designated on the Air Force site.

★**3.64. Transfer of Responsibilities for a Publication**. When a functional OPR transfers responsibility for developing or approving a departmental publication or IMT, the transferring official must notify AFDPO, with a courtesy copy to HQ USAF/ILCSE, via a memorandum signed by the transferring two-letter functional principal. The gaining functional OPR must concur showing receipt of the record set for the publication or IMT.

★**3.66. Initiating Review of Publications**. The content manager initiates reviews every 2 years in the anniversary month using a memorandum, letter, or comparable electronic product. The content manager sends a memorandum, letter, or electronic product to the OPR before revising documents or IMTs. If the OPR has given status of publications or IMTs in a special review within the last 90-calendar days, postpone the review until the next cycle. Bulletins and staff digests do not require a review. The OPR annotates where required and signs and returns the memorandum, letter, or electronic product to the content manager.

★**3.67. Authorizing Reprints of Publications**. The content manager verifies the status of publications with the OPR before reprinting them (applies to nonelectronic publications only). If the OPR reviewed the item within 30-calendar days, call to verify its status, and then state this verification via letter or memorandum. For an inexpensive publication, the content manager asks the OPR for approval to reprint it (if nonelectronic), if the publication was not reviewed within the last 90-calendar days.

★**3.68. Recipients of Revisions to a Departmental Publication Issued by Unauthorized Means**. Revisions issued via an unnumbered EMC or IC, an incorrectly formatted and or improperly released EMC or IC is unauthorized means. When an activity receives a revision to a departmental publication issued by methods other than those prescribed in this chapter immediately notify the OPR, AFDPO, and HQ USAF/ILCSE, by telephone, FAX, E-mail, or memorandum. HQ USAF/ILCSE will immediately contact the OPR to convert the unauthorized revision via the prescribed format. The OPR must coordinate the converted EMC or IC with the functionals deemed appropriate, and then submit it to

AFDPO for processing and posting to the *Air Force Publishing* web site. From the date HQ USAF/ILCSE contacts the OPR, the unauthorized EMC or IC must be converted to the authorized means and posted on the *Air Force Publishing* web site within 30-calendar days.

★**3.71. How to Prescribe a Special System**. For an Air Force-level system, obtain approval to create the system from HQ USAF/ILCSE. Once you receive approval, work with AFDPO to establish the system. Describe the proposed system, including type of publications you will issue; publication specifications; approximate cost; and proposed distribution. Explain why standard publications are not suitable. Attach a draft of the prescribing directive.

★**3.73. Partial Listing of Air Force Specialized Publications and Their Prescribing Directive**:

★3.73.9. Computer Systems Manuals--AFI 33-122, *Air Force Computer Systems Manuals*.

★3.73.13. Air Force Qualification Training Package Publications--AFI 36-2233, *Air Force On-The-Job Training Products for Communications-Electronics Enlisted Specialty Training*.

★**3.74. Rescission of AFI 37-161, *Distribution Management***. This publication rescinds AFI 37-161. Pertinent guidance originally codified in AFI 37-161 will be published in an upcoming Air Force manual.

★3.75. DELETED.

★**Chapter 4--DELETED**

★5.3.1. Requirement Identification. Send all requirements for standards development and adoption to HQ USAF/ILCSE. Upon receipt, HQ USAF/ILCSE will work with Air Force content managers through the *Air Force Content Management Program—Publications and IMTs* standards, products, and media working group to evaluate each request for applicability to the *Air Force Content Management Program—Publications and IMTs* and identify all areas where the requirement applies. The *Air Force Electronic Master Program Guide 1996-1997*, and its Attachment 1, identifies many areas in need of standardization. They are available on the *Air Force Publishing* web site and the AFEPL (CD-ROM).

★5.3.2. Standards Research. Once the request is validated, HQ USAF/ILCSE will direct the research of the existing suite of international, national, and military standards to identify applicable standards that meet the requirement. If a standard that meets the requirements does not exist, we will identify and adopt an alternative solution.

★5.3.3. Prototype Development and Testing. Once applicable standards are identified, HQ USAF/ILCSE will direct the prototype development and or testing.

★5.3.4. Release and Maintenance. HQ USAF/ILCSE is the responsible organization for the release and maintenance of the Air Force standard application solution.

★**5.4. Publishing Standards and Formats**. For specific guidance on publishing standards, formats, examples, and samples for publications and IMTs, visit the *Air Force Publishing* web site at http://www.e-publishing.af.mil.

★**6.3. Assigning Control Numbers**:

★6.3.1. Standard Publications. Use Attachment 7 and Attachment 8 to choose the series number whose description most closely matches your subject. Content managers at all levels assign control numbers, not OPRs. AFI control numbers reflect the connection between AFIs and their parent AFPD. For example, if the parent AFPD is numbered AFPD 33-3, then the first Air Force publication under this number will be AFI 33-301. Publications published thereafter (under the parent AFPD) will be numbered AFI 33-302, AFI 33-303, etc. If the parent AFPD is numbered AFPD 33-10, then the first Air Force publication under this number will be AFI 33-1001. Publications published thereafter (under the same parent AFPD) will be numbered AFI 33-1002, AFI 33-1003, etc. For other publication types, such as doctrine documents, mission directives, and recurring periodicals, control numbers start with the Arabic number 1 for each series and continue in sequence. AFDPO assigns all control numbers for departmental publications and other Air Force publications cataloged. *EXCEPTION:* HQ AFDC assigns the numbers for doctrine documents, and HQ USAF/XOCD assigns the numbers for mission directives.

★**6.4. Reusing Control Numbers**. Do not use a rescinded control number for a specific publication type for at least 1 year after it has been discontinued. Different types of publications in the same series must be assigned different control numbers (except operating instructions). If, by accident, two publications end up with the same control number, a new control number must be assigned to the first one revised.

★**6.5.** DELETED.

★7.16.3.1. Forms or IMTs Adopted. DD Form 67, **Form Processing Action Request**, AF IMT 130, **Application for a Report Control Symbol (RCS)**, AF IMT 525, **Records Disposition Recommendation**, and AF IMT 847, **Recommendation for Change of Publication**.

★7.16.3.2. IMTs Prescribed. AF IMT 399, **Request for Action of Implementation of Higher Headquarters Publications**; AF IMT 673, **Request to Issue Publication**, and AF IMT 1382, **Request for Review of Publications and/or Forms**.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

E.O. 12861, *Elimination of One-Half of Executive Branch Internal Regulations*

E.O. 12866, *Regulatory Planning and Review*

Public Law 104-13, *Paperwork Reduction Act of 1995*

★Public Law 105-277, Section 1701-1710, *Government Paperwork Elimination Act* (GPEA)

★Title 5 U.S.C., Section 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

★Title 5 U.S.C., Section 553, *Rule Making*

★Title 10, U.S.C., *Armed Forces*

Title 44 U.S.C., *Public Printing and Documents,* 1988 edition

★*The Code of Federal Regulations, Federal Acquisition Regulations*

Senate Publication 101-9, *Government Printing and Binding Regulations,* February 1990

ACP 121/USSUP1F, (C) *Communications Instructions--General (U)*

Uniform Code of Military Justice (UCMJ)

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*

★DoD 5025.1-I, *DoD Directives System Annual Index*, 27 July 2000

★DoD 5025.1-M, *DoD Directives System Procedures*, March 5, 2003

DoD 5200.1-PH, DoD *Guide to Marking Classified Documents,* March 1989

DoD 5200.1-R, *Information Security Program*, January 1997

★DoD 5400.7-R/Air Force Supplement 1, (FOUO), *Freedom of Information Act Program*

★*DoD Administrative Instruction No. 102*, 6 August 1999

DoDD 5105.4, *Department of Defense Federal Advisory Committee Management Program*, September 5, 1989

★DoDD 5110.4, *Washington Headquarters Services*, October 19, 2001

DoDD 5330.3, *Defense Automated Printing Service (DAPS)*, June 25, 1997

★DoDI 7750.7, *DoD Forms Management Program*, May 31, 1990

★AFPD 11-2, *Aircraft Rules and Procedures*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFPD 90-1, *Policy Formulation*

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*

★AFI 10-901, *Lead Operating Command—Communications and Information Systems Management*

AFI 10-1301, *Air and Space Doctrine*

AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Information Security Program Management*

★AFI 33-122, *Air Force Computer Systems Manuals*

★AFI 33-129, *Transmission of Information Via the Internet*

AFI 33-320, *Federal Register*

AFI 33-322, *Records Management Program*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 33-326, *Preparing Official Communications*

AFI 33-332 (PA), *Air Force Privacy Act Program*

★AFI 33-360, Volume 2, *Content Management Program—Information Management Tools (CMP-IMT)*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2201, *Developing, Managing, and Conducting Training*

★AFI 36-2233, *Air Force On-The-Job Training Products for Communications-Electronics Enlisted Specialty Training*

AFI 36-2303, *Documents and Publications for the Air University Library*

★AFMAN 37-123, *Management of Records* (will convert to AFI 33-323)

AFDIR 37-135, *Air Force Address Directory* (converted to a database)

★AFI 37-138, *Records Disposition—Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339)

AFI 61-204, *Disseminating Scientific and Technical Information*

AFI 90-101, *Implementing Department of Defense Issuances*

★AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards*

AFH 33-337, *The Tongue and Quill*

ANGIND 2, *Numerical Index of Air National Guard and Applicable Publications*

AFRP 10-1, *Aerospace Power Journal*

AFRP 35-1, *Airman Magazine*

Air Force Electronic Publishing Program (available on AFEPL [CD-ROM])

★*Air Force Electronic Master Program Guide 1996-1997*

HOI 33-13, *Headquarters USAF Operating Instructions, Pamphlets, and Handbooks Management Program*

★Issuances from the Office of Management and Budget and the General Services Administration

★*Public Printing and Documents*, 1988 Edition

T.O. 00-5-1, *Air Force Technical Order System*

Abbreviations and Acronyms

ACC	Air Combat Command
ACP	Allied Communications Publication
ADPS	Automated Data Processing System
AF	Air Force (as used on forms and IMTs)
AFCAT	Air Force Catalog
AFDC	Air Force Doctrine Center
AFDD	Air Force Doctrine Document
AFDIR	Air Force Directory
AFDPO	Air Force Departmental Publishing Office
AFEPL	Air Force Electronic Publishing Library
AFH	Air Force Handbook
AFI	Air Force Instruction
AFM	Air Force Manual (old designation)
AFMAN	Air Force Manual (new designation)

AFMD	Air Force Mission Directive
AFOSH	Air Force Occupational Safety and Health
AFPAM	Air Force Pamphlet
AFPD	Air Force Policy Directive
AFPDC	Air Force Publishing Distribution Center
AFPDL	Air Force Publishing Distribution Library
★AFOTTP	Air Force Operational Tactics, Techniques, and Procedures
AFR	Air Force regulation (an obsolete designation—**do not** reference)
AFRC	Air Force Reserve Command
AFRP	Air Force Recurring Publications
AFSC	Air Force Specialty Code
AFTTP	Air Force Tactics, Techniques, and Procedures
AFTTP(I)	Air Force Tactics, Techniques, and Procedures (Interservice)
AIG	Address Indicating Group
ANG	Air National Guard
AU	Air University
★BOI	Branch Operating Instruction
CAP	Civil Air Patrol
CONUS	Continental United States
CD-ROM	Compact Disc-Read Only memory
CPPMO	Central Printing and Publications Management Official
★CTO	Central Tagging Operation
DAPS	Document Automation Production Service
★DD	Department of Defense (as used on forms)
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency

DISAN	Defense Information Systems Agency Notices
DLA	Defense Logistics Agency
DLT	Decision Logic Table
DOD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DoDR	Department of Defense Regulation
DRU	Direct Reporting Unit
DSN	Defense Switched Network
EMC	Emergency Message Change
E.O.	Executive Order
★ETS	Electronic Transaction System
F	Functional Distribution (see definition of terms in this attachment)
FAS	Functional Address Symbol
FOIA	Freedom of Information Act
FOA	Field Operating Agency
FOUO	For Official Use Only
FPL	Functional Publications Library
GMAJCOM	Gaining Major Command
GPO	Government Printing Office
GSA	General Services Administration
HAF	Heaquarters Air Force
★HOI	Headquarters Operating Instruction
HQ USAF	Headquarters United States Air Force
HQ AFRC	Headquarters Air Force Reserve Command

HTML	Hypertext Markup Language
IBM	International Business Machines
IC	Interim Change (formerly interim message change [IMC])
IMCO	Information Management Control Officer
IMT	Information Management Tool
IP	Interservice Publication (formerly joint departmental publication [JDP])
IRRM	Information Reports Requirements Manager
JCS	Joint Chiefs of Staff
JDP	Joint Departmental Publication (***NOTE:*** JDP is an obsolete category and acronym)
L	Limited Distribution (see definition of terms in this attachment)
★LRS	Limited Revision for Supplements
MAJCOM	Major Command
MD	Mission Directive
MDS	Mission Design Series
MINIMIZE	See "***Terms***" in this attachment
MPF	Military Personnel Functions Flight
MS	Microsoft
MS-DOS	See "***Terms***" in this attachment
NGB	National Guard Bureau
NIMA	National Imagery and Mapping Agency (formerly DMA)
NIOSH	National Institute of Occupational Safety and Health
NSTISSC	National Security Telecommunications and Information Systems Security Committee
OAR	Organization account representative
OCA	Original Classification Authority
OF	Optional Form
OI	Operating Instruction

OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
★OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Act
PA	*Privacy Act of 1974*
PD	Policy Directive
PDS	Publishing Distribution System
★PEM	Program Element Monitor
★POM	Program Objectives Memorandum
RCS	Reports Control Symbol
RP	Recurring Periodicals
SAF	Secretary of the Air Force
SAT	Specified Action Table
★SCS	Standard Communications--Computer System
SF	Standard Form
SGML	Standard Generalized Markup Language
SJA	Staff Judge Advocate
★SM	Single Manager
T&E	Test and Evaluation
T.O.	Technical Order
UCMJ	Uniform Code of Military Justice
USAF	United States Air Force
USAFR	United States Air Force Reserve
USPS	United States Postal Service
U.S.C.	United States Code
VA	Visual Aid

VI	Visual Information
WWW	World Wide Web
X	Controlled Distribution (see "***Terms***" in this attachment)
ZIP	Zone Improvement Plan (a USPS term)

Terms

★**Air Force-Wide**—Includes Headquarters Air Force (HAF) (the Air Staff and the Secretariat), MAJCOMs, FOAs, DRUs, centers, wings, bases, and below.

★**Air Force-Wide Publishing Products**—Publications and IMTs down to base-, wing-, and center-level.

★**Central Tagging Operation**—Tagging facility contracted by AFDPO that is responsible for tagging all Air Force-level unclassified publications down to the base-level.

★**Content Management**—The modernization, design, execution, and control of electronic processes utilizing state-of-the art technology that is supported by a content management infrastructure. It is technology that can be shared by and with multiple users. It is managing the content of products such as publications and information management tools (IMT), not just the products themselves. ***EXAMPLE:*** The Air Force has migrated to Air Force IMT in place of the old Air Force Forms and is now capturing data on the IMT that serve as front-end tools for many applications.

★**Content Manager**—One who supervises and manages the publications program, creation through dissemination, and recommends improvements to HQ USAF/ILCS (through channels below MAJCOM or FOA-level). Is the primary focal point for publication and distribution issues.

Custodian—A person who receives publications to post, file, and keep in the publication library.

Department of Defense (DoD) Issuance—DoD directives, instructions, publications, and their changes.

Directive Publication—One that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The language used within the individual publication describes the nature of compliance required. Air Force personnel are expected to comply with these publications. ***NOTE:*** All Air Force publications, directive and nondirective, must have an antecedent policy directive at the Air Force, MAJCOM, or FOA levels.

★***e-Publishing***—Single source for accessing, viewing, downloading, and printing electronic products and ordering remaining Air Force products.

Emergency Message Change—One issued to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property.

★**Electronic Transaction System (ETS)**—All equipment, hardware, software, connectivity infrastructure and applications at AFDPO's staging site, the Defense Information Systems Agency (DISA) central site, theater distribution centers (PACAF and USAFE); as well as, interfaces with e-Publishing online ordering application, warehouse management system, central tagging office (CTO),

and Document Automation and Production Service (DAPS).

Execution—The doing of something. To implement policies by putting into effect the procedures and processes of a program or project. The operation and maintenance of a program or project.

★F—A term used in *master catalog* meaning functional distribution.

Figure—An illustration such as a map, drawing, photograph, graph, or flowchart, or other pictorial device inserted into a publication. Additionally, a figure can also be an illustration that is set in type such as a sample format or memorandum.

Functional Principal—The two-letter approving official who signs the AF IMT 673, **Request to Issue Publication**, block 20, and whose name appears as the authenticator on the last page of the publication. Air Staff examples are: HQ USAF/IL, HQ USAF/XO, and HQ USAF/DP. Secretariat examples are: SAF/AQ, SAF/FM, and SAF/AA.

Functional Publications Library (FPL)—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

Headquarters Air Force—The Air Staff and the Secretariat.

Holdover Supplement—An existing supplement that goes into holdover status as a result of the basic publication changing. Holdover supplements will be updated and or revised within 180-calendar days.

Implement—To carry out via various procedures and processes the means to accomplish a program, project, or task.

Historical Reference Publications—Publications kept by historians for reference and research (***NOTE:*** These are exempt from this instruction).

Interim Change—A formal change issued to alter, add to, or remove text from a publication. It announces only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or Department of Defense directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, is wasting Air Force funds, work hours, or other critical resources, or for operational and safety of flight reasons.

★L—A term used in *master catalog* meaning limited distribution.

★Limited Revision for Supplements (LRS)—A formal change issued to update supplement "title page" to reflect the date of the new basic publication. If applicable, you may change and or update the name of the OPR and certifying official as well. It is used only when the basic publication has changed and it **does not affect** the current supplement.

Manage—To handle or direct with a degree of control, skill, and authority.

Master Catalog—An electronic, comprehensive central database index of *Air Force Publishing* products.

Maintain—As related to multicommand publications (MCP), this term means that, if there is a need, the office of primary responsibility may issue an interim change notification and an interim change, an emergency message change, or revise the MCP to meet mission needs until it is converted to an Air Force instruction or manual.

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of DoD communications systems, including originators of card and tape traffic. When *MINIMIZE* is imposed, users of DoD electrical communications must determine that: (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose. (ACP 121/US Supplement 1.)

MS-DOS—A standard, single-user operating system of International Business Machines (IBM) and IBM-compatible computers that runs the microprocessor.

New Publication—One never before printed in a given category.

Nondirective Publication—One that is informational and suggests guidance that can be modified to fit the circumstances. Compliance with publications in this category is expected, but not mandatory; e.g., the *Air Force Address Directory*, should be used as the official source for addressing correspondence to ensure mail is efficiently delivered. Air Force personnel use these publications as reference aids, "how to" guides, or as sources of official information; e.g., recurring periodicals. *NOTE:* Nondirective publications will not be supplemented, nor will they prescribe IMT or reports control symbols.

Nonrecurring Pamphlets—Nondirective classified or unclassified publications printed once. They are usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, booklets, reports (e.g., special after-action reports, reports with less than 10-percent-statistical information), and similar nonrecurring pamphlets. Nonrecurring pamphlets may contain official or unofficial information or both. The term does not include memoranda; authenticated, numbered, administrative pamphlets published under this volume as a part of an activity's or command's official publications system; directives and instructions, regulations, legal opinions and decisions, proceedings, programs for ceremonies, press releases, environmental impact statements and assessments, planning documents, and purely administrative materials, but does include pamphlets produced to complement any of the foregoing types of publications. Other exclusions include: (1) Official instructional or informational documents of a permanent nature published to supplement U.S. Air Force, other agency, or subordinate command directive publications. (2) Low cost, single-sheet newsletters no larger than 14 inches by 22 inches which may be printed on both sides and may be folded, without color photographs. These are produced in-house without requiring a printing contract, and are distributed internally to a headquarters staff, local installation staff, or work force. (3) Authorized Air Force and commercial enterprise publications under authority of AFI 35-101. *NOTE:* Correspondence governed by AFMAN 33-326. (4) Research and development reports that result from research contracts and are distributed to Federal Government employees and the involved contractor. (5) Primarily (90 percent or more) statistical materials. This exception does not apply to publications containing statistics from published sources other than Air Force or analytical and interpretive text. (6) Technical books, monographs, and journal articles that commercial publishers and professional associations publish. (7) Annual instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations. (8) Recruiting pamphlets published as a part of a comprehensive recruiting campaign, and individual Reserve Officers' Training Corps unit recruiting pamphlets.

Obsolete Publication—A rescinded or superseded publication.

Office of Primary Responsibility—Any headquarters, agency, or activity having primary functional interest in, and responsibility for a specific action, project, plan, or program.

Periodical—Any classified or unclassified Air Force magazine or newsletter publication (with a consistent format, content, and purpose) published at least once a year to provide information pertinent to the publishing activity. Its purpose is to disseminate information and material necessary to the issuing activity. Periodicals may refer to or quote directive information, but are not directive publications. There are three types of periodicals: (1) Magazine Periodicals: Educate, inform, motivate, and update readers on policies, programs, plans, and news of the publishing activity. They are generally printed on letter-size stock; have 20 or more pages with self-cover or separate cover, with saddle- or side-wire or perfect binding. The term includes, but is not limited to, publications referred to as magazines, news magazines, journals, professional bulletins, technical bulletins, and the like. This term does not include base newspapers printed in a magazine format. (2) Newsletter Periodicals: Contain brief articles which relate to a single subject or theme (e.g., personnel, safety, total quality management, etc.), published to provide information which contributes to the performance, conduct, efficiency, or general welfare of intended readers. They are usually printed on economical, letter-size stock; may consist of a single sheet printed on both sides or as many as 20 pages; may be unbound, stapled, or with saddle-wire binding. Low-cost newsletters (less than $25,000 annually) include those produced in-house without requiring a printing contract, and which are distributed internally to a headquarters staff or local installation staff or work force. (3) Flagship Periodicals: The two are: AFRP 10-1, *Aerospace Power Journal*, the professional flagship periodical of the United States Air Force (USAF), which contains focused, professional themes of relevance to the Air Force. AFRP 35-1, *Airman Magazine*, the premier periodical of the USAF and contains official and unofficial statements of service officials, news and features on service policies, programs, missions, and personnel, and articles covering major themes of relevance to the USAF.

Policy—Statement of important, corporate-level direction which guide Air Force decisions. It is enforceable, and compliance with it is measurable. Policy is the framework connecting the abstract ideas or principles contained in vision, mission, and purpose statements to the specific and concrete statements of plans, goals, and objectives. Policy can be viewed as establishing bounds within which the organization will operate. Policy provides both a focus for Air Force action and a guide for the behavior of the organization and its members.

Posting—Adding or removing pages, or writing in changes or items from a supplement to a basic.

Procedures—The specific instructions on how to comply with a policy; the exclusive purview of MAJCOMs and FOA (except where there is no supportive FOA). As a general rule, Air Force policy directives will not spell out detailed procedures in order to give field organizations the greatest latitude possible to determine how a given policy is to be implemented under local conditions. Generically, a specific, documentable event that causes an activity to occur. A series of steps conducted in a methodical order or manner. An established way of completing a task, project, or program.

Process—A course or series of actions, proceedings, or operations progressing to an end in an orderly and organized manner.

Product Announcement—An information tool used to inform customers of product changes in the Air Force Publishing Program.

Production Manager—One who has the responsibility for workflow management, job tracking, cost estimation, budgeting, and overall management of the publishing production process. This individual receives notification from the point of contact for a local product when a local product is distributed, and updates the inventory count for that product. When an inventory facility stock runs low, this individual restocks the inventory via a requisition to the Defense Automated Printing Service (DAPS) for additional products. The production manager is also responsible for the final review and acceptance of products and the authorization of publication products. This individual deletes line items from the physical inventory database when rescissions occur, and enters information into the workflow management system for finalized products. Such information could reflect that transformation is required for a product, that a product is to be published on CD-ROM, that a hard copy request is in progress, or the DAPS print order submission date and the expected print order completion date. *NOTE:* In some instances, the production manager and the content manager are the same individual.

Publication—An officially produced, published, and distributed document issued for public use (i.e., for compliance, implementation, and or information).

Publication Set—One or more publications directly related to one or several person's duties.

Public Access—Open access to the public; no restrictions apply.

★**Published**—Fully coordinated, certified, and authenticated manuscripts and IMTs that are processed through the publishing management office, AFDPO, posted, and either printed or distributed or made accessible via the official *Air Force Publishing* web site, the *Air Force Publishing Distribution Library*, and the *Air Force Electronic Publishing Library*, or announced in the *Product Announcement*. Once posted to the *Air Force Publishing* web site or published in paper, publications and IMTs are official documents.

Publishing—The process for creating and distributing information through officially sanctioned parameters and procedures as described in the Air Force publications management program via AFI 33-360, Volume 1. Publishing includes the process of creating and distributing instructions, manuals, etc., the *Aerospace Power Journal* and *Airman Magazine*, which are official Air Force recurring periodicals, technical orders, career development course materials, and IMT. *NOTE:* This definition of publishing *does not* include items that are published outside of the *Air Force Publishing* system (paragraph 1.6).

Publishing Distribution Office System (PDOS)—An automated system for the base-level publishing distribution offices (PDO), which is an automated means for PDOs to collect customer requirements and order publications and IMT from various sources. PDOS manages the inventory, keep adequate stocks, and maintain records of publications and IMT transactions.

★**Publishing Function**—The publishing life cycle from creation through coordination, production, storage, dissemination, and disposal of publishing products. It also includes setting policy, giving guidance, and establishing processes and procedures.

Publishing Policy—Statements of important, high-level direction which guides decisions and actions throughout the Air Force. It translates the ideas, goals, and principles contained in the mission, vision, and strategic plan into actionable directives. The guidance that creates and directs the Air Force Publications Management Program.

★**Punitive Publication**—A punitive publication is enforceable under Article 92(1) or 92(2) of the *Uniform Code of Military Justice*. It constitutes a lawful general order applicable to members of the armed forces which is properly published by the President, Secretary of Defense, or Secretary of the Air Force, and those orders, regulations, or instructions which are generally applicable to the command of the officer issuing them throughout the command or a particular subdivision thereof which are issued by: (1) an officer having general court-martial jurisdiction, (2) a general or flag officer in command, (3) a commander superior to the above officers. In order to be a punitive instruction, it must clearly identify specific conduct to be regulated, using mandatory language. In addition, the instruction must state that it is punitive, indicating that a failure to obey with its provisions is a violation of *Uniform Code of Military* Justice, Article 92. Civilian personnel who violate such instructions may be subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*.

Repository—A place, room, container, warehouse, receptacle, or web site where items are deposited or stored and can be retrieved in physical or electronic form.

Restricted Access—Limited access to the public. Restricted to For Official Use Only and other selected sensitive and copyrighted information.

Revised Publication—One that supersedes or changes a previous edition, related publications, or portions of related publications in a given category. Always assign a new date, supersession line, and, in some cases, update the signature block and page numbers.

Standard Publications—Doctrine documents, policy directives, instructions, mission directives, manuals, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Supplement—A document that adds material to a publication issued by a higher headquarters.

Table—A systematic listing of information in columns or rows used to explain, clarify, or replace narrative text in a publication. The two most common types are: Standard Table: Column heads run across the page and the information in each column runs down the page; Text Table: Column heads run down the page and the information for each head is entered beside the head. Column heads are usually repeated for each entry. See decision logic tables and specified action tables (paragraph 3.39 and Attachment 6).

X—A term used in the *master catalog* meaning controlled distribution.

Table A1.1. Addresses

AFIS
601 North Fairfax Street
Suite 370
Alexandria VA 22314-2007

HQ USAF/JAC
1420 Air Force Pentagon
Washington DC 20330-1420

NOTE: Since the majority of addresses in this volume are consolidated in the coordination tables, Tables 3.1, 3.2, and 3.3, they are not repeated here. However, these two addresses are not included in those tables.

Attachment 2

RECORD SETS

★**A2.1. Record Sets of Standard and Specialized Publications**. OPRs who develop standard departmental publications at HAF (includes the Air Staff and the Secretariat) level must maintain official record sets for standard and specialized publications and HAF operating instructions. However, MAJCOM and FOA publishing activities may determine who will maintain the record sets at their locations. *NOTE:* Maintaining accurate and current record sets is an important responsibility—take it seriously! Include the background material of each standard publication in the record set. Record sets of bulletins, staff digests, and OIs (other than HAF OIs) will be maintained and disposed of according to AFMAN 37-139. Maintain a folder, arranged numerically by subject series for each current publication, as follows:

★**A2.1.1.** The edited copy of the draft and original AF IMT 673. AFDPO maintains a copy of the original AF IMT 673 for departmental publications developed at the HAF (includes the Air Staff and the Secretariat). MAJCOM and FOA OPRs developing departmental publications will have their content managers maintain and/or retire the original AF IMT 673 in the record set according to AFMAN 37-139. When you receive the printed publication via the *Air Force Publishing* web site or the AFEPL (CD-ROM) verify that it is correct, then destroy the draft.

A2.1.2. A copy of the printed basic publication.

A2.1.3. All documents that show coordination, comments, and other actions, such as exemptions, waivers, suggestions, etc.

A2.1.4. A printed copy of each prescribed form developed or revised during the current edition of the publication. Include a copy of each developed or revised form of a previous edition of a publication, if the current publication prescribes the form. Keep copies of DD Form 67 for each prescribed form here also. *NOTE:* If the publications and forms management functions are within the same office, maintain the forms and publication in the same folder.

A2.1.5. A copy of AF IMT 1382 showing the latest review of the publication or comparable electronic product.

★A2.1.6. A microform copy of archival quality, if computer output microfilm is used, bypassing paper to produce a publication. If the record set is in microform, then the microfilm must meet all standards in AFI 33-322, *Records Management Program*. Otherwise, create a durable printed paper copy to satisfy the permanent retention requirements. Viewer or printer copies are not authorized for this purpose. HQ USAF/ILCSE must approve the use of archival microform.

A2.1.7. A copy of AF IMT 130, **Application for a Report Control Symbol (RCS)**. The OPR keeps the original AF IMT 130. The IMCO, HQ AFCA/ITCM, or MAJCOM, or IRRM maintains the original AF IMT 130.

A2.1.8. A printed paper copy if using magnetic media (disk) bypassing paper to produce a publication. The National Archives and Records Administration does not consider disks as permanent records, because they have an expected life of 2 to 10 years.

Attachment 3

POLICY DIRECTIVE DEVELOPMENT GUIDE

Section A3A—Body

A3.1. Does the opening paragraph contain a clear statement explaining why it is important for the Air Force to make policy statements about the subject of the policy directive? Is it a statement that concisely explains why the publication is needed? The first sentence should enable the reader to personally identify with the purpose statement by establishing the need and importance of the policies. Use a clear language style: it is acceptable to be more conversational than formal if it better conveys the purpose. The purpose statement should be two to four sentences long. *NOTE:* See AFPD 90-1 for additional guidance.

A3.2. Key elements of purpose statements are:

A3.2.1. Why do we need this policy? State the need, state importance to the Air Force, be clear and concise, and use the active voice as much as possible.

A3.2.2. What are the general functions covered by the PD? Use action verbs; e.g., secure, allocate, evaluate, protect, etc.

A3.2.3. Explain the goal of establishing the PD. What will the policy achieve?

A3.3. Do the statements of policy contain clear, important, corporate-level direction that can guide Air Force decisions? Use the following questions as a test for determining if the statements are policy:

A3.3.1. Are these policies enforceable?

A3.3.2. Do they support the Air Force vision and mission?

A3.3.3. Do they address the most important things that the organization should be doing? Is there a minimum of such policies?

A3.3.4. Can the policies guide the reader in selecting courses of action and decisionmaking?

A3.3.5. Are there sound reasons for each policy?

A3.3.6. Do the policies tell what to do rather than how to do it? That is, do the policies focus on "doing the right things" rather than "doing things right?"

A3.3.7. Are they enduring statements?

A3.3.8. Are they approved at the highest levels in the organization?

A3.3.9. Can compliance with policy be measured in some way? Is compliance going to be displayed and included in the Air Force Chief of Staff's Management Information System?

A3.4. Are responsibilities and authorities of key offices clearly identified? Consider the following when preparing this paragraph in the PD:

A3.4.1. What are the responsibilities and authorities of key Secretariat, Air Staff, and MAJCOM staffs?

A3.4.2. Have appropriate management levels been empowered to do their jobs right the first time?

A3.4.3. Who is accountable for what; and, if appropriate, who enforces and interprets the policy?

A3.5. An optional paragraph may be used that includes the explanation or definition of abbreviations, acronyms, or terms used in the PD only. If there are more than 10 combined items, abbreviations, acronyms, or terms, do not put them in the text but add them at Attachment 1, *Glossary of References and Supporting Information*, as shown in this publication. If there are enough items for an attachment, also include all references in that attachment as well. If there is no need for the optional paragraph, do not reserve it.

A3.6. Does the PD identify who must comply with it and where they are in the chain of command? Are enforceable provisions and prohibitions identified using words like "requires," "limits," and "prohibits, and stating that certain kinds of requirements apply to specific groups of people?

A3.7. Are Public Laws, DoD issuances, or other documents implemented by or related to the PD referenced by title and date?

A3.8. Specific policies may not stand alone, but may be interrelated with other policies, standards, and publications. Have source documents for those related policies, standards, and publications been referenced? Have related Air Force publications been listed to ensure continuity in policy implementation and interpretation?

A3.9. Have the titles of the attachment been identified?

Section A3B—Measuring Compliance With Policy

A3.10. As required (paragraph 2.2.1.), have the measures used to show the degree of compliance with the PD been identified in **Attachment 1**? Measures may be a number, percentage, ratio, proportion, attribute, or similar figure. Have the measures displayed been sufficiently defined so that any required measurement or calculation can be done the same by any reader? The following questions may help define the measure:

A3.10.1. How is the measure described? What are the definitions of abbreviations, acronyms, or terms used in this description?

A3.10.2. Do the measures help in determining the desired outcome? That is, do they tell at what level we are complying with our policy?

A3.10.3. What is the population to be measured? What is the frequency of the measurement? What is the source of the measurement data?

A3.10.4. What mathematical equations must be used in calculating the measurement?

★**A3.11.** Have subordinate command reporting requirements initiated by this PD been licensed with an RCS number obtained from HQ AFCA/ITCM?

Section A3C—Displaying Compliance With Policy

A3.12. As required (paragraph **2.2.1.**) has a graphic display been shown in the attachment?

A3.12.1. What kind of graphic display is it? Under most circumstances, this display is a histogram or run chart of data plotted against an X and Y axis. However, various lines, bars, symbols, and shading are also commonly used techniques.

A3.12.2. Is the graphic used simple and easily interpreted?

Attachment 4

★**EDITORIAL GUIDE FOR OPRS IN PREPARING, REVIEWING, AND EDITING DRAFT PUBLICATIONS**

Section A4A—Setting Up the First Page (Title Page)

A4.1. Guidance. This attachment provides guidance for project officers and publishing personnel in preparing drafts of publications. For additional guidance, also use the *Government Printing Office (GPO) Style Manual* and AFH 33-337, *The Tongue and Quill*.

A4.2. Heading Format. For all publications, ensure the heading block (as in this instruction) is correct and the publication number matches the entry on AF Form 673.

A4.3. Series Title. Ensure the title agrees with the entries in Attachment 7 and Attachment 8.

★**A4.4. Purpose Paragraph**. Ensure that it includes a statement explaining the purpose of the publication, to whom it applies, and higher headquarters, DOD, and other agency publications implemented. Do not include policy statements in the purpose paragraph. It is a requirement that MAJCOM publications show the date of the basic publication being supplemented. All Air Force publications must implement a policy directive and, in some cases, link to an instruction and or a manual.

A4.5. Summary of Revisions. Prepare a summary of revisions for all categories of revised publications. *NOTE***:** Do not include a "summary of revisions" for new departmental publications. Describe the major changes and where they are in the publication (e.g., paragraphs, sections, chapters, figures, tables, attachments). Begin with the lowest numbered paragraph and end with the attachment references (paragraph **3.51.**).

A4.6. Table of Contents. Include a table of contents in any publication 20 pages or larger.

A4.7. Title-Page Footnotes. See paragraph 3.33. for guidance on departmental publications developed by MAJCOMs and FOAs.

A4.7.1. Supersession Line. Give the publication number and date of the superseded publications. Ensure the supersession line indicates the EMC or IC number and date; see the title page of this volume for an example.

A4.7.2. Number of Printed Pages. Leave blank. The publishing office will enter this information.

★A4.7.3. Office of Primary Responsibility (OPR). At HAF (includes the Air Staff and the Secretariat) level, show the FAS and, in parentheses, the name of the project officer. Below the HAF level, show the command abbreviation, FAS, and, in parentheses, the name of the project officer.

A4.7.4. Certified by. For departmental publications, show the FAS and, in parentheses, the name of the person who signed the AF Form 673, block 18.

A4.7.5. Distribution. Show approved symbol; e.g., F, X, or L.

Section A4B—Format Considerations

A4.8. Formatting Guidance. Use the elements shown in Figure 3.5. A publication cannot have a single part, chapter, or section. Main paragraphs must have titles that are descriptive and should consist of more than one word (paragraph 3.30.). *EXCEPTION:* PDs are exempt from this guidance.

A4.9. References for Security Markings for Classified Publications. The project officer must mark the classified draft with the correct security classification markings (title, paragraphs, pages, etc.) and must classify any transmittal documents (AF Form 673, etc.). See paragraph 3.43.1.1. and DoD Pamphlet (DoD 5200.1-PH), *Guide to Marking Classified Documents*, April 1997, for additional guidance.

A4.10. Numbering Procedures.

A4.10.1. Draft Pages. Number pages in the lower right corner. Begin with the Arabic number 1 and continue numbering without a break in sequence. Do not use point-page numbers or letter designations to add extra pages.

A4.10.2. Attachments. Do not single number paragraphs, but use letters and numbers for subparagraphs, as shown in the attachments in this volume. When there is more than one paragraph, use two-part Arabic numerals, with an "A" preceding the number. For example, number paragraphs in Attachment 1 as A1.1, A1.2, etc.; in Attachment 2, A2.1, A2.2, etc. *NOTE:* If attachments have sections, identify them as Section A1A, Section A1B; Section A2A, Section A2B, etc.

A4.10.2.1. Glossary of References and Supporting Information. When a paragraph or attachment includes references, abbreviations, acronyms, terms explained, or addresses, place them in alphabetical order, in this order. On IPs for which Air Force is the executive agent, place the distribution element as the last element in Attachment 1. Title the distribution element "Interservice Publication Distribution List" then follow with the services' distribution list. *NOTE:* This revision authorizes a new element at

Attachment 1, a listing of mailing addresses cited in this volume. It is the OPR's responsibility to submit the listing for inclusion. The first time cited, include the complete address, thereafter, use only the unit or office symbol in the text and include the complete mailing address in Attachment 1. Do not include E-mail addresses or telephone numbers in the listing.

EXCEPTION: If you have need to consolidate addresses in tabular format as shown in **Table 3.1.**, **Table 3.2.**, and **Table 3.3.**, this volume, do not repeat the addresses in Attachment 1. Only include those addresses that are not consolidated in tabular format.

A4.10.2.2. Tables and Figures Within an Attachment. Use two-part Arabic numerals for tables and figures, with an "A" preceding the table or figure number; e.g., Table A1.8, Table A2.4, Figure A3.10, Figure A4.6, etc.

★A4.10.2.3. IMT Prescribed. List IMT prescribed in the last paragraph of the publication just before Attachment 1, and on the AF IMT 673, Section III.

★A4.10.2.4. IMT Adopted. List IMT adopted in the last paragraph of the publication just before Attachment 1, and on the AF IMT 673, Section III.

Section A4C—Writing Style

A4.11. Sentence and Paragraph Length. Try to keep paragraphs short (seven to nine sentences, where possible, without losing clarity and continuity). Divide long paragraphs into subparagraphs or consider using main paragraphs. Try to keep sentence length to no more than 20 words. See AFH 33-337 for more information on sentences and paragraphs.

A4.12. Active Voice. Use the active voice, when possible. The active voice is preferred and is more natural and direct. *NOTE:* There are times when you cannot use the active voice to adequately convey the message. See AFH 33-337 for more information.

A4.13. Capitalization. Refer to the *GPO Style Manual* and AFH 33-337 for rules on capitalization. Use the *GPO Style Manual* as the first choice of reference and AFH 33-337 as the second choice.

A4.13.1. Using Capital Letters in Titles. Use an initial capital letter for nouns, verbs, objects, and prepositions and articles of four or more letters. Capitalize "to" when it precedes a verb. See AFH 33-337 for more information.

A4.13.2. Using Capital Letters in the Text. Do not capitalize the first letter of each word of an acronym or abbreviation unless the word is a proper noun. For example, do not capitalize the first letters of the words "major command" for the acronym "MAJCOM." However, capitalize the first letters of "Air Mobility Command" when referring to "AMC." Do not capitalize these terms in Air Force publications, unless they begin a sentence: government, state government, and active forces. *EXCEPTIONS:* Public Law, Federal Government, Executive Order, Services, Military Services, Military Departments, Armed Services, and Armed Forces. See AFH 33-337 for more information.

A4.14. Using USAF and AF. Spell out USAF and AF unless they are part of a long title, address, military title, publication or form designation, or must appear in a limited space in a table. When referring to HQ USAF in a departmental publication, do not use "AF;" e.g., AF/DP. Use "HQ USAF" followed by a FAS.

A4.15. Using the Term United States. Use this term when speaking of the continental United States (CONUS), Alaska, Hawaii, and its possessions and territories. ***EXCEPTION:*** United States when used in the adjective form is abbreviated as in "US citizen."

★**A4.16. Using Functional Address Symbols (FAS)**. Use FAS to tell users of your publication how to direct questions or comments, or respond to requirements. If needed for clarity, the first time you use a FAS, spell out the organization's name and then, parenthetically, indicate the FAS; e.g., "Directorate of Communications Operations, Enterprise Information Management Division (HQ USAF/ILCS), 1030 Air Force Pentagon, Washington DC 20330-1300." Also include the mailing address.

A4.17. Improving Readability.

A4.17.1. Substitute short, familiar words for longer words. Write directly to the reader. Try using the second person ("you" implied). Be concise. Brevity helps the user understand the intent of the publication. Do not use words ending in "ever" if the basic word will suffice. For example, try "when" instead of "whenever" and "where" instead of "wherever." See AFH 33-337 for more information.

A4.17.2. Do not hide main ideas. Place important phrases at the beginning of a sentence. Do not use smothered verbs. Most smothered verbs end in "ion," but there are others. Examples of smothered verbs and their original verb form are operations (operate), selection (select), classification (classify). Use pure verb forms, such as the original verb or its "ing" form. See AFH 33-337 for more information.

A4.17.3. Do not split predicates with prepositional phrases and clauses. Avoid separating a subject from its verb or a verb from its object or complement. For example, "Tom will, after carefully considering flight schedules, fly to Europe." Instead, say "After carefully considering flight schedules, Tom will fly to Europe." See AFH 33-337 for more information.

A4.17.4. Use parallel construction, even if it means rewriting the material. Parallelism is a similarity of grammatical form in subparagraphs. See AFH 33-337 for more information.

★A4.17.5. Do not use the slash (or virgule) ("/") to combine ordinary terms, such as "and/or," "MAJCOM/FOA," etc. However, use the slash between organizational abbreviations and FAS; e.g., "HQ USAF/ILC," and technical terms "Retention/Retirement Year." Also, you may use it in tables with limited space.

A4.18. Abbreviations. Spell out the abbreviation the first time you use it unless the abbreviation has taken on a life of its own and is more readily recognized than the term it replaces. For example, RADAR stands for **RA**dio **D**etecting **A**nd **R**anging; LASER stands for **L**ight **A**mplification by **S**timulated **E**mission of **R**adiation; SONAR stands for **SO**und **NA**vigation **R**anging, etc. Then follow it with the abbreviation in parentheses. Do not show the abbreviation if you use the term only once. Do not use punctuation with abbreviations, except for "No. of Printed Pages" in the title-page footnote and United States Code (U.S.C.). Consult AFH 33-337 and the *GPO Style Manual's* list of standard abbreviations of legal and other Latin phrases. Do not use an "s" the first time you use an abbreviation, even though the term is plural. Thereafter, use the "s" to show the plural form in text. Do not use an apostrophe to form the plural of an abbreviation. See AFH 33-337 for more information. ***NOTE:*** In large publications, for user friendliness, you may spell out the abbreviation in each chapter, followed by its abbreviation in parentheses, for clarity, ease of use, and continuity.

A4.19. Terms Explained. Regardless of whether you use an acronym or abbreviation in the text, spell out the term in a "Terms Explained" paragraph (paragraph A3.5.) or attachment. You must use definitions for those terms identified as approved for DoD in Joint Publication (JP)1-02, *Department of Defense Dictionary of Military and Associated Terms*, without change unless a distinctly different context or application is intended. Each term must stand on its own as a clearly understandable unit. OPRs frequently use the following terms in Air Force publications:

A4.19.1. Air National Guard (ANG). The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

A4.19.2. Air Reserve Components. All units, organizations, and members of the USAFR. A4.19.3. Air Staff. Offices below the Secretariat level (under and including the Chief of Staff, USAF).

A4.19.4. CONUS. United States territory including the adjacent territorial waters, located within North America between Canada and Mexico.

A4.19.5. HQ AFRC. A MAJCOM under HQ USAF.

★A4.19.6. HAF. All offices of the Air Staff and the Secretariat.

A4.19.7. Overseas. All locations, including Alaska and Hawaii, outside the CONUS. (Oversea is the adjective form and will be used as such in Air Force publications. Example:. . . oversea theater. . . .)

A4.19.8. Secretariat. The offices of the Secretary of the Air Force.

A4.19.9. USAFR. All Reserves of the Air Force.

A4.20. Gender-Neutral Language. Use gender-neutral terms when possible (paragraph 3.29.). See AFH 33-337 for gender-neutral terms. ***NOTE***: The terms "airman," "manpower," "man-year," and "man-day" are still authorized for use.

A4.21. Miscellaneous Requirements.

A4.21.1. Copyright Material. See paragraph 3.4.14. for guidance on copyrighted material or material contributed or loaned by nongovernment sources. Make sure the AF Form 673, block 16, indicates the draft contains copyrighted or loaned material.

A4.21.2. Trade Names. See paragraph 3.4.15. when a publication contains a trade name or the name of a commercial manufacturer or service.

A4.21.3. Electrical Reporting During MINIMIZE. When a publication requires sending reports or data electrically (by message, telephone, etc.), state whether to send the information by airmail or to hold it for routine transmission during MINIMIZE. See paragraph 3.4.7.2. AFI 33-324 offers additional guidance.

A4.21.4. Underlining Text. If you underline text, do so only for emphasis just as you would when you bold and or italicize for emphasis. Otherwise, use underlining sparingly or not at all. See AFH 33-337 for more information.

A4.21.5. Names of Bases and Cities. Do not use a comma between the name of a base or city and the State if you include the ZIP Code. For example, write "Randolph AFB TX 78150-5000;" do not write "Randolph AFB, TX 78150." Include the ZIP Code plus 4. Consult with HQ USAF/SCXX for specific ZIP Codes. Do not abbreviate the names of bases and cities. See AFDIR 37-135, *Air Force Address Directory*, to verify addresses (converted to a database).

A4.21.6. Using "(s)." Do not use "(s)" to show the plural of a noun; e.g., office(s). Use "one or more" or a similar phrase. Also, do not show the plural form of a noun in parentheses; e.g., office (offices). Use either the singular or plural form of the noun.

A4.21.7. Assure, Ensure, and Insure. Use these terms correctly in publications. To *assure* is to state with confidence that something will be done. *Ensure* is to make certain of something. *Insure* relates to insurance company matters. See AFH 33-337 for more information.

Section A4D—Preparing Illustrations

★**A4.22. Artwork for Publications**. In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page. Place the caption above the graphic. See the *Air Force Publishing* web site at http://www.e-publishing.af.mil for more details. Also, see paragraph 3.37.

★**A4.23. Preparing IMTs for Use as Illustrations**. If illustrating an IMT as a figure, include instruction (near the figure) for filling out and using the IMT. Department of Defense (DD) and Air Force (AF) IMTs sometimes have instructions printed on reverse side; do not repeat this information in the text. Do not print blank IMT in publications. Use hypothetical or sample entries.

A4.24. Using Figure Captions. Align figure captions above the figure, flush with the left side of the illustration. To continue the figure onto another page, show at the bottom of the page, centered, in parentheses (Figure continued on next page). At the top of the continued page, show the figure number and "Continued;" e.g., "Figure 1. Continued." To help users view figures on a video screen, use "portrait" orientation where practical.

A4.25. Using Table Captions. Align table captions, above the table, flush with the left side of the table. To continue the table onto another page, show at the bottom of the page, centered, in parentheses (Table continued on next page). At the top of the continued page, show the table number and "Continued;" e.g., "Table 1. Continued." To help users view tables on a video screen, use "portrait" orientation.

Section A4E—Approval (Signature) Page

A4.26. Approval. Include a signature element. See paragraph 1.9. for additional guidance.

Section A4F—Editor and OPR Guide for Drafts

A4.27. Research.

A4.27.1. Have you checked the indices for related publications and forms?

A4.27.2. Have you searched the background files for pending information?

A4.27.3. Have you verified publication numbers and supersession statement?

A4.27.4. Have you verified references, abbreviations, FAS, and addresses?

A4.27.5. Are referenced forms checked against the current indices?

A4.27.6. Are forms referred to by designator, number, and long title the first time they are mentioned in the publication. Are all prescribed and adopted forms listed on the AF Form 673 in Section III?

A4.27.7. Are titles of publications included the first time the publication is mentioned?

A4.27.8. Does the *Privacy Act of 1974* apply?

A4.27.9. Does the *Paperwork Reduction Act of 1995* apply regarding licensing information collections?

A4.27.10. Is it to be announced in the *Federal Register*?

A4.27.11. Does it need OSHA coordination?

A4.27.12. Does it need environmental protection coordination?

A4.27.13. Does research raise questions on essentiality of the new publication?

A4.27.14. Can it be combined with another publication?

A4.27.15. Is distribution appropriate?

A4.27.16. Does the manuscript include previously published EMCs or ICs?

A4.27.17. Have you verified the terms and acronyms in the glossary do not conflict with JP 1-02? *NOTE:* The current version of JP 1-02 is at http://www.dtic.mil/doctrine/jel/doddict/.

A4.28. Edit.

A4.28.1. Are all pages accounted for and numbered correctly?

A4.28.2. Is publication type (doctrine document, mission directive, policy directive, instruction, manual, pamphlet, etc.) appropriate for the material presented and for the desired enforceability?

A4.28.3. Are the subject series title and number in agreement with those in Attachment 7 and Attachment 8?

A4.28.4. Does the subject title describe the text?

A4.28.5. Does the purpose statement explain what the publication is about and to whom it applies?

A4.28.6. If a table of contents is used, does it match the text exactly?

A4.28.7. Is the title-page footnote complete and correct (supersession, OPR, certification line, number of printed pages, distribution, etc.)?

A4.28.8. Are paragraph numbers in sequence and do all titles describe text exactly?

A4.28.9. Have you edited text for spelling, grammar, punctuation, and capitalization?

A4.28.10. Were you consistent in style and use?

A4.28.11. Are all elements included on signature page?

A4.28.12. Is approval complete and correct?

A4.28.13. Are illustrations identified and provided for at the appropriate place in the text?

A4.28.14. Are they reproducible?

A4.28.15. Have you coordinated your corrections with the project officer?

A4.28.16. Are forms prescribed by this publication listed in the last paragraph of the publication, just before Attachment 1?

A4.29. Check AF IMT 673.

A4.29.1. Does the AF Form 673 have the proper certification and approval signatures, as well as the dates for each?

A4.29.2. Does it show coordination of all offices having a functional interest, as well as the minimum mandatory coordinations along with the dates?

A4.29.3. Are proofs recommended?

A4.29.4. Has the form been signed, indicating release to the OPR and or approval to print the publication?

A4.29.5. Has OPR shown superseded publications? Current, new, revised, or obsolete forms?

A4.29.6. Are all prescribed and adopted forms listed in Section III?

A4.30. Check Plain English Standards.

A4.30.1. Is the manuscript written mainly in the active voice as much as possible and in a plain, uncluttered style?

A4.30.2. Does it contain clearly constructed, grammatical sentences that average no more than 20 words?

A4.30.3. Does it contain simple, familiar words, rather than abstract words, unnecessary technical words, and jargon?

A4.30.4. Does it avoid illogical and inconsistent shifts in point of view (tense, person, or voice) within a paragraph?

A4.30.5. Does it present material in a logical, orderly sequence?

A4.30.6. Is each paragraph limited to one thought or subject?

A4.30.7. Is each paragraph as brief as possible?

A4.30.8. Does it use as many main paragraphs as possible, rather than drawn-out subparagraphing?

A4.30.9. Were one-syllable words substituted for multisyllable words?

A4.30.10. Does each paragraph contain no more than seven to nine sentences, where possible, without loosing clarity and continuity?

A4.30.11. Does it contain clear descriptive titles for parts, chapters, sections, and paragraphs?

Section A4G—Requirements for Air Force Publications Guide

A4.31. Requirements. Apply to a General Purpose Form.

A4.31.1. ELECTRONIC COPY:

A4.31.1.1. On 3.5-inch, high-density disk.

A4.31.1.2. In Microsoft Word format.

A4.31.1.3. Prepared in 12-point Times New Roman font.

A4.31.1.4. Double spaced, full-measure format, NOT dual-column format.

A4.31.1.5. 1-inch left, right, top, and bottom margins.

A4.31.1.6. Be sure to submit a single file for the publication with its figures, tables, attachments, and graphics integrated in the file. *NOTE:* It is an OPR responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed.

A4.31.1.7. Also provide separate source graphics files for each figure in the publication.

A4.31.1.8. For consistency and ease of reference, place an "I," "M," "P," "H," etc., before the document name on the disk; e.g., AFI 23-201 will read "I23201," AFMAN 33-327 will read "M33327," AFPAM 33-306 will read "P33306," AFH 33-337 will read "H33327," and etc.

A4.31.1.9. For IPs, place a (I) following the number of the publication; e.g., AFI 33-410(I) will read "I33410(I)," AFMAN 90-1001 will read "M901001(I)," AFPAM 33-490(I) will read "P33490(I)," etc.

A4.31.2. HARD COPY (When Provided):

A4.31.2.1. Submit one double-spaced copy.

A4.31.2.2. Record the number of double-spaced pages. _____

A4.31.2.3. Record the number of pages of figures, tables, attachments, or graphics. _____

A4.31.2.4. Ensure the hard copy and the electronic file match!! *NOTE:* OPR responsibility!!!

A4.31.2.5. COPY OF AF FORM 673 (Mail or Fax):

A4.31.2.6. Ensure complete coordination (functional and minimum mandatory) in Section II before releasing draft for publishing.

A4.31.2.7. Obtain the certifying official's signature in block 18 before releasing draft for publishing.

A4.31.2.8. Obtain the approving official's signature in block 21 before releasing draft for publishing.

A4.31.2.9. Indicate in block 16, if the draft contains copyrighted or loaned material.

A4.31.2.10. Conspicuously mark and, or highlight any other special publishing information in block 16. Double check to be sure you have completed all requirements: Completed Package—Some commanders mail their package; some transmit electronically. Coordinate with your publisher to arrange your method of sending the completed package for processing. Put contents (AF Form 673, approved manuscript, 3.5-inch disk, delegation of approving authority correspondence, and any other publishing information) into a two-pocket folder. Staple this guide to the front of the folder and release.

A4.31.2.11. OPR _____

A4.31.2.12. Signature and Date

Attachment 9

SUBJECT INDEX

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